Automated Information Systems Manual

Standard Installation/Division Personnel System - Army National Guard (SIDPERS - ARNG) - FOL

End User Manual (EM)
(UNIX Operating System)

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STANDARD INSTALLATION/DIVISION PERSONNEL SYSTEM
FIELD OPERATING LEVEL

(SIDPERS - FOL)

END USER MANUAL

TABLE OF CONTENTS

SIDPERS-FOL END USER MANUAL

TABLE OF CONTENTS (Continued)

SIDPERS-FOL END USER MANUAL

TABLE OF CONTENTS (Continued)

SIDPERS-FOL END USER MANUAL

TABLE OF CONTENTS (Continued)

LIST OF FIGURES

SIDPERS-FOL END USER MANUAL

TABLE OF CONTENTS (Continued)

LIST OF TABLES

SECTION 1.   GENERAL

1.1 Purpose of the End User Manual. The purpose of this
End User Manual (EM) for the Standard Installation/Division
Personnel System (SIDPERS) at the Field Operating Level
(FOL) for the Army National Guard (ARNG) is to provide the
end user with the information necessary to effectively use
SIDPERS and access the Unisys 5000-series (U5000) computer
using either the Unisys UVT-1224 terminal or the Zenith
Z-248 personal computer.

1.2 Purpose of the System. SIDPERS is a multi-command,
computer-supported personnel management information system
that operates at the FOL site located in each of the 50
states and 4 U.S. territories. SIDPERS supports the areas
of strength accounting, personnel management, information
retrieval, and external interfaces.

SIDPERS provides the following benefits:

　　　　a.　　Reduces manual workload at all levels of unit
　　　　　　　organization.

　　　　b.　　Provides increased accuracy of personnel data.·

　　　　c.　　Expands preparation of management information for
　　　　　　　planning, controlling, and executing assigned
　　　　　　　missions for unit commanders.

　　　　d.　　Supports the personnel needs of the individual
　　　　　　　soldier.

　　　　e.　　Provides the necessary personnel management tools
　　　　　　　to field commanders at all levels of command.

　　　　f.　　Provides management information to functional
　　　　　　　managers at state headquarters.

　　　　g.　　Provides accurate and timely readiness, strength,
　　　　　　　and personnel projection requirement data.

　　　　h.　　Provides the capability to retrieve data using *ad
　　　　　　　hoc* queries.

　　　　i.　　Provides personnel data to the National Guard
　　　　　　　Bureau (NGB) for monitorship.

　　　　j.　　Provides the capability for automated transfer of
　　　　　　　personnel records to the active Army and Army
　　　　　　　Reserve.

k.   Satisfies NGB personnel data needs.

l.   Provides machine-readable information to other automated systems.

1.3 References. The following unclassified documents are references to this system:

a.   DOD-STD-2167A, Defense Systems Software Development, 29 February 1988.

b.   DOD-STD-7935A, DOD Automated Information Systems (AIS) Documentation Standards, 31 October 1988.

c.   AR 25-1, Army Automation Management, 18 November 1988.

d.   AR 25-9, Army Data Management and Standards Program, 25 September 1989.

e.   AR 4Q-501, Standards of Military Fitness, 15 July 1987.

f.   AR 340-21, Army Privacy Program, 5 July 1985.

g.   AR 380-5, Department of the Army Information Security Program, 25 February 1988.

h.   AR 380-19, Information Systems Security, 1 August 1990.

i.   DA Pam 25-SDD, Information Management Software Design and Development, Undated.

j.   DA Pam 25-4, Information Systems Technical Documentation, 10 April 1991.

k.   NGB Pam 25-10, Standard Installation/Division Personnel System (SIDPERS) Data Element Dictionary, 15 December 1993.

l.   NGB Pam 600-8-1, Personnel - General, Standard Installation/Division Personnel System (SIDPERS) Unit Level User Manual, 15 July 1988.

m.   NGB Pam 600-8-20, Personnel - General, Army National Guard SIDPERS-ARNG Handbook for Commanders, 1 June 1988.

n.   NGR 600-100, Commissioned Officers - Federal
     Recognition and Related Personnel Actions, 15
     April 1994.

o.   NGR 600-101, Warrant Officers - Federal
     Recognition and Personnel Actions, 1 April 1989.

p.   NGR 600-200, Enlisted Personnel Management, 1
     March 1989.

q.   NGR 614-1, Inactive Army National Guard
     Administration, 14 November 1986.

r.   TB 18-110, Army Automation Configuration
     Management, 1 April 1982.

s.   AISM 25-P19-HSD-SPY-DS, Army National Guard,
     Standard Installation/Division Personnel System
     (SIDPERS), Database Specification (DS), 1
     September 1995.

t.   AISM 25-P19-HSD-SPY-FD, Army National Guard,
     Standard Installation/Division Personnel System
     (SIDPERS), Functional Description (FD), Draft - 16
     September 1992.

u.   AISM 25-P19-HSD-SPY-OM, Army National Guard,
     Standard Installation/Division Personnel System
     (SIDPERS), Computer Operation Manual (OM), 20
     March 1992.

v.   AISM 25-P19-HSD-SPY-SS, Army National Guard,
     Standard Installation/Division Personnel System
     (SIDPERS), System Specification (SS), Draft - 30
     July 1993.

w.   Army National Guard, SIDPERS-ARNG, Detailed
     Functional System Requirements, Undated.

x.   Operating and Programming Guide, Video Terminal
     UVT-1224, Unisys Corporation, April 1987.

y.   U Series ORACLE 6.0 RDBMS Database Administrator's
     Guide, Version 6.0, Oracle Corporation, October
     1989.

z.   U Series ORACLE6.0 RDBMS Error Messages and Codes
     Manual, Version 6.0, Oracle Corporation, October
     1989.

aa.   U Series ORACLE 6.0 SQL*Plus User's Guide and
      Reference, Version 3.0, Oracle Corporation,
      October 1989.

bb.   Z-248 PC Series Computers Owner's Manual, Zenith
      Data Systems Corporation, 1986.

1.4 Terms and Abbreviations. The following list defines
SIDPERS terms used throughout this document:

a.   Data Processing Installation (DPI). The
     organization that maintains the hardware,
     software, and supervises the technical aspects of
     data interfaces.

b.   System Administrator (SA). The individual at the
     DPI who is responsible for the day-to-day
     operation of the hardware and software. These
     responsibilities include the granting of user
     login names and passwords to be used by end users
     to gain access to the UNIX operating system.

c.   Database Administrator (DBA). The person who is
     responsible for managing and supporting the
     SIDPERS and/or ORACLE database.

d.   SIDPERS Interface Branch (SIB). The central
     location in each state and territory where data is
     entered into SIDPERS. SIB personnel receive
     source documents from all levels of command,
     review the information in those documents, and
     enter the data into the automated system.
     Personnel at the SIB will be able to add, change,
     or delete records.

The acronyms and mnemonics used in this document are listed
in Appendix A.

1.5 Security. SIDPERS processes personnel data that is
subject to the provisions of Public Law 93-579, "The Privacy
Act of 1974", which prohibits unauthorized access to records
containing personnel information.

The Act requires that agencies establish appropriate
administrative, technical, and physical safeguards to ensure
security and confidentiality of records. Agencies must also
provide protection against anticipated threats or hazards
that could result in substantial harm, embarrassment,
inconvenience, or unfairness to any individual for whom
information is maintained.

AR 380-19 establishes guidelines for safeguarding personal information in automated systems. All personnel with access to SIDPERS must be familiar with the provisions of AR 380-19, which specifies the following minimum security requirements:

a. Individual Accountability. Each user's identity should be positively established through the use of a password system. The user's access to and activity in the system (including material accessed and actions taken) should be controlled and open to scrutiny.

b. Physical and Environmental Control. The system should be externally protected to minimize unauthorized access to system entry points, access to sensitive defense information, or damage to the system.

c. System Stability. All elements or components of the system should function in a cohesive, identifiable, predictable, and reliable manner to ensure early detection and reporting of malfunctions.

d. Data Integrity. Each file or collection of data should have an identifiable origin and use. Its accessibility, maintenance, movement, and disposition should be governed on the basis of security classification and need-to-know.

e. System Reliability. The system should function so that each user has access to only the information to which he or she is entitled.

f. Communication Link. All communication links and lines should be secured in a manner appropriate for the material transmitted.

g. Classified and Unclassified National Security-Related Information. Information that is processed and produced by the system or stored in or on media should be safeguarded as appropriate for its assigned classification or sensitivity.

SIDPERS users are not permitted to make copies of data, documents, or software unless specifically authorized by the SIB Chief. All documents containing personal information will be identified with labels, flags, or other prominently displayed notices indicating "Personnel Information Subject

to the Privacy Act of 1974" and will be protected accordingly.

SIDPERS does not utilize, process, or store classified data or software; therefore, no safeguards concerning these areas are incorporated into the system.

SIDPERS incorporates both access security and functional security in order to protect personnel data according to "The Privacy Act of 1974" and AR 380-19.

1.5.1 Access Security. System access is restricted through a UNIX user name and password which are assigned by the SA at the DPI. The SIB Chief or the DBA assigns another user name and password that allows the user to gain access to both the ORACLE Relational Database Management System (RDBMS) and SIDPERS.

1.5.2 Functional Security. Users are assigned a level of access based upon the functions they perform. The SIB Chief or designees have Supervisory access (Level 1 users). They assign ORACLE and SIDPERS user names and passwords and have access to any of the SIDPERS functional areas. They are the only ones who can run reports or use the administrative functions. Users who have Analyst access (Level 2 users) can use only the personnel actions, queries, and organizational processing areas.

SECTION 2. SYSTEM SUMMARY

2.1 Overview. The Standard Installation/Division Personnel
System (SIDPERS) is a computerized management information
system designed to support the functional areas of strength
accounting, personnel management, information retrieval, and
external interfaces at the Field Operating Level (FOL).
SIDPERS provides end users with the capabilities to edit
transaction inputs and update the database, generate reports
and queries, and create interface transactions for the
Headquarters Operating Level (HOL) at the National Guard
Bureau's Military Pay Branch (MPB) at the state level, as
well as the Retirement Points Accounting System (RPAS).
SIDPERS features include fast turnaround time, low error
rates, efficient use of system and human resources, and
low-cost personnel management. In addition, SIDPERS can be
expanded to meet future requirements.

2.1.1 Application Summary. SIDPERS allows the end user to
maintain a database of all system records and prepare
reports for management and other authorized personnel.
Database queries can be used to answer specific questions or
generate special reports.

The following descriptions provide additional information
about SIDPERS:

   a.   Logical Parts of the System. SIDPERS performs six
        major functions which are accessed through the
        SIDPERS Main Menu. These functions are shown in
        Figure 2.1-1 and described in paragraph 4.1. In
        addition to these functions, SIDPERS performs
        end-of-day processing that runs automatically at a
        time designated by the Database Administrator
        (DBA).

   b.   Communications Paths and Techniques. The
        communications paths and techniques will vary,
        depending on the end user's location within the
        state. Local users will have a direct terminal
        interface with the Unisys 5000-series (U5000)
        computer and remote users will be able to
        communicate with the system using personal
        computer modem operations. Personal computers
        functioning as remote terminals will require
        emulators (e.g., Enable VT100 or Procomm VT100)
        when performing input/output functions with the
        Unisys 5000-series computer. Data transmission to
        the external interface will be accomplished using
        the Automatic Digital Network (AUTODIN), if
        available. If communications links are not

available, data will be written to flat files and
forwarded on magnetic tape. The System
Administrator (SA) can provide additional
information about communications.
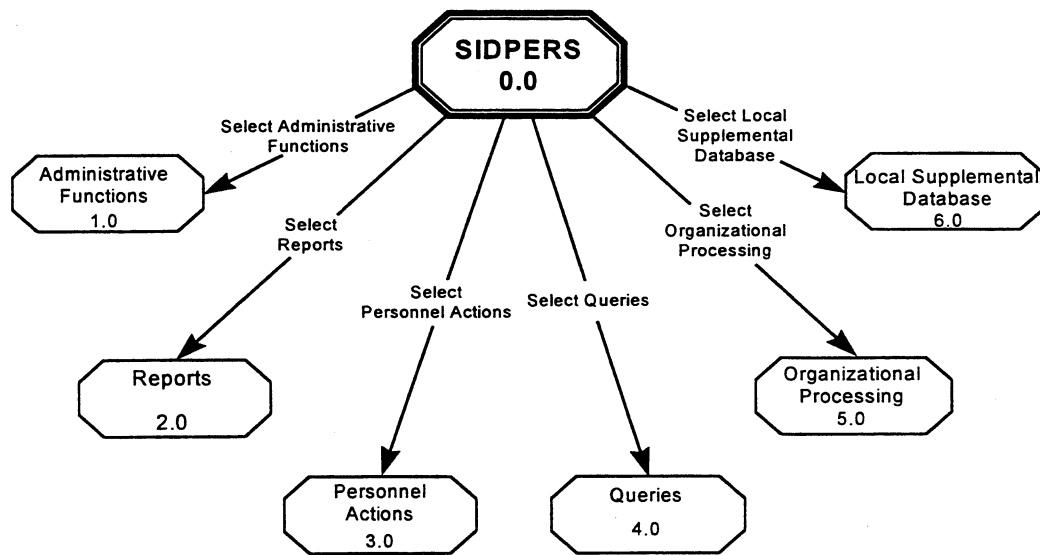
Figure 2.1-1. SIDPERS Functions

Enlistment
Records *

Major Commands/
Battalions/Units

Appointment
Records

* Enlistment/reenlistment records
flow to the SIB either direct from
originator or through the EPMS as
directed by MILPS. Records must
arrive in SIB NLT 10 days after
enlistment/reenlistment is effective.

SIDPERS
Reports

Source Documents

Office
Management

Change Reports

Enlisted
Management

Source Documents

Source Documents

Source Documents

Management
Reports

Management
Reports

Source Documents

SIDPERS
INTERFACE
BRANCH
(SIB)

Retirement
Data

RPAS

Update
Transactions

Source
Documents

Management
Reports

Pay Supporting
Transactions

Gain/Loss
Transactions

Error
Corrections

Change
Transactions

Update
Transactions

Management
Reports

Military Pay
Branch

State DPI

Advisory/Error
Listings

NGB-AIS

Figure 2.1-2.   SIDPERS Data Flow

c.   <u>Interfaces to Other Systems</u>. SIDPERS will interface with the following systems:

    (1)   <u>HOL</u>. Every transaction processed at the Field Operating Level (FOL) of SIDPERS must be transferred to the Headquarters Operating Level (HOL). Data is extracted from the Transaction History File and used to maintain the currency of the HOL database.

    (2)   <u>MPB</u>. The SIDPERS data provided to the MPB consists of the information necessary for payment of members of the Army National Guard. The data is extracted from the Joint Uniform Military Pay System (JUMPS) base file created by the SIDPERS transactions.

    (3)   <u>RPAS</u>. Data is extracted from the Personnel, Personnel Loss, Organization, and Transaction History Files to be used for retirement accounting in the Retirement Points Accounting System (RPAS).

d.   <u>User and Function Relationships</u>. The SIDPERS Interface Branch (SIB) enters information into SIDPERS that it receives from all levels of command. The organizations that provide input to the system or that receive output from it are depicted in Figure 2.1-2, SIDPERS Data Flow.

<u>2.1.2 Performance</u>. SIDPERS is designed to respond to user initiated actions relating to data input and data retrieval. The system provides formatted screens to assist the user in entering data and interpreting displayed information. Office procedures for data entry are the responsibility of the SIB.

SIDPERS achieves all of the requirements outlined in the Functional Description (FD) in a timely manner. Recognizing that timeliness is directly related to the complexity of the function, the volume of data being created or accessed, the size of the database, and the system activity, the following response time estimates are provided:

a.   The data entry screen for a single input or viewing is available within 10 seconds. This allows time for the screen to execute triggers associated with displaying the screen. As data is entered, time is allowed for verifying and displaying other associated data.

   b.   Generation of hard-copy output for predefined
reports is available as required and may take as
little as 1 minute, or as much as a few hours,
depending upon the report, the number of records
selected, and the output device.

   c.   *Ad hoc* queries, having search parameters not
previously defined, may take from a few seconds to
a few minutes, depending upon the complexity of
the Structured Query Language (SQL) statements and
the level of the user's knowledge of SQL.

   d.   Response times for predefined, keyed queries and
updates vary from approximately five seconds to
one minute, depending upon the complexity and size
of the query, the size of the database, and system
activity.

SIDPERS contains internal edits which provide screen
indicators and/or error messages when invalid data are
entered or invalid system options are attempted. A detailed
discussion of error recovery actions is provided in Section
4 of this manual.

2.1.3 Controls. SIDPERS incorporates both access control
and functional security by identifying a given set of
functions that a user is authorized to perform, and then
allowing the user to access only those functions. This is
accomplished through a menu-driven system that is sensitive
to a database-resident user name/password access
authorization system.

The SA issues each user a unique user name and password for
the system logon. The SIB Chief also issues each user an
additional user name and password combination for logging
onto ORACLE and SIDPERS. The user must enter both correctly
before being granted access to the system. SIDPERS uses
both sets of user names and passwords to identify those
functions the user may perform. It then denies access to
any functions that the individual is not authorized to
execute. For example, if a user has Analyst access, he or
she will be denied access to the Reports and Administrative
Functions, but not to Personnel Actions, Queries, or
Organizational Processing.

Users are not permitted to make copies of data, documents,
or software unless specifically authorized by the SIB Chief.
All documents containing personal information must be
identified with appropriate labels, flags, or other
prominently displayed notices indicating "Personnel

Information Subject to the Privacy Act of 1974" and protected accordingly.

All media and automated outputs of SIDPERS must be marked to accurately reflect the sensitivity of the information. Media and automated output should be protected at the highest level of information handled by SIDPERS until the output is manually reviewed by an authorized person. The SA will provide site-specific directions regarding marking and protecting media and information.

2.2 System Environment. The application will run on the Unisys 5000-series computer using the UNIX Operating System and the ORACLE Relational Database Management System (RDBMS). The following subparagraphs provide information about the hardware and software requirements of SIDPERS.

2.2.1 Hardware. Each of the 54 data processing installations (DPIs) is equipped with a Unisys 5000-series (U5000) computer and expansion cabinet; however, each site's hardware configuration will be based upon its needs. The minimum system configuration, components, and input/output (I/0) devices needed to operate SIDPERS are:

a.   A central processing unit (CPU) that provides a 12.5-megahertz, 68020 microprocessor with 4 kilobytes (KB) of cache memory. The U5000-series can accommodate up to four CPUs.

b.   A memory board that provides 2, 4, 8, or 16 megabytes (MB) of memory.

c.   A direct memory access (DMA) controller that is the controlling device for main memory. The DMA Controller checks and corrects the integrity of data flow between memory and the CPU and permits direct communication between the CPU and the I/0 controllers.

d.   A high-speed disk/tape controller that can control up to four SMD interface disk drives and perform low-level I/0 functions that relieve the CPU of extra work.

e.   A synchronous/asynchronous controller that supports eight asynchronous RS-232C communications or printer ports and an eight-bit parallel port.

f.   A nine-track tape controller that allows the U5000 to interface directly with a nine-track, 1/2-inch, reel-to-reel tape drive.

g.   A multiple-bus adapter board that is the
connection between the computer and various
controllers. These controllers include the
programmable communications controller, the
Ethernet I/0 controller, and the X.25 I/0
controller.

h.   Unisys UVT-1224 video terminals with North
American keyboards.

i.   Model AP1329 dot-matrix printers and Model 37
desktop laser printers.

j.   A 515-MB fixed disk drive, a 300-MB removable disk
drive, and up to four 160-MB fixed disk drives.

k.   A 1/4-inch streaming tape drive that can contain
up to 45-MB of data.

l.   Cipher and/or Telex 1/2-inch, nine-track tape
drives that can accept large 1/2-inch tapes.

m.   Short-haul/long-haul diagnostic modems.

n.   An Ethernet I/0 controller that connects to an
Ethernet communications network, providing a
high-speed data exchange among computers and other
digital devices that are located within 2.5
kilometers of one another.

o.   System Network Architecture (SNA) 3270/2770
emulator.

p.   SNA 3270 terminal emulator.

q.   RS-422 to RS-232 adapters.

2.2.2 Software. The UNIX Operating System, Level 5, and
ORACLE RDBMS, Release 6.0, will be used to run the
application. Additional software programs, analysis
programs, and report programs are written in ORACLE, 'C'
programming language, and the UNIX shell script.

2.3 Contingencies and Alternate Modes of Operation.
SIDPERS operations will not be affected in times of
emergencies, disasters, alert, or war. Local policies and
procedures developed by the SIB will prescribe contingency
planning and the alternative modes of operation during
periods when SIDPERS is not operational for any reason.

2.4 Assistance and Problem Reporting. Questions regarding
the operation of SIDPERS should first be researched in this
manual. If the answer cannot be found here, end users should
contact their supervisors who may refer the question to the
DBA or SA, as appropriate.

SECTION 3.   ACCESS TO THE SYSTEM

3.1 First-Time Use of the System.   Users can access the
Standard Installation/Division Personnel System (SIDPERS)
through a Unisys UVT-1224 video terminal or a Zenith Z-248
personal computer (PC) with either an Enable Version 2.15 or
Procomm Version 2.4.2 communications interface.   This
paragraph is divided into subparagraphs that provide the
following:

    a.   Equipment familiarization of the UVT-1224 terminal
       and the Z-248 PC, including:

       (1)   The locations of the ON/OFF switches.

       (2)   The dimensions of the display screens.

       (3)   Descriptions of the cursors.

       (4)   Descriptions of the keyboards with the ORACLE
           key mappings.

This information will allow the first-time or occasional
SIDPERS user easy access to the system.

    b.   Information about access control.

    c.   Information about installation and setup.

3.1.1 Equipment Familiarization.   The following information
describes the UVT-1224 terminal and the Z-248 PC:

    a.   The terminal illustrated in Figure 3.1-1, UVT-1224
       Display Monitor and Keyboard, comprises a cathode ray
       tube (CRT) display monitor (or screen), and an
       electronic, typewriter-formatted keyboard.   Figure
       3.1-2 depicts this keyboard.   The display monitor is
       mounted on a base that tilts and rotates, allowing
       the screen to be easily adjusted to a convenient
       viewing angle.   The low-profile keyboard is attached
       to the terminal base with a coiled cord that allows
       for flexibility in positioning.

       The UVT-1224 terminal has built-in setup screens that
       allow the user to make changes to the terminal
       operating features.   For example, the setup screens
       can be used to change a cursor type.
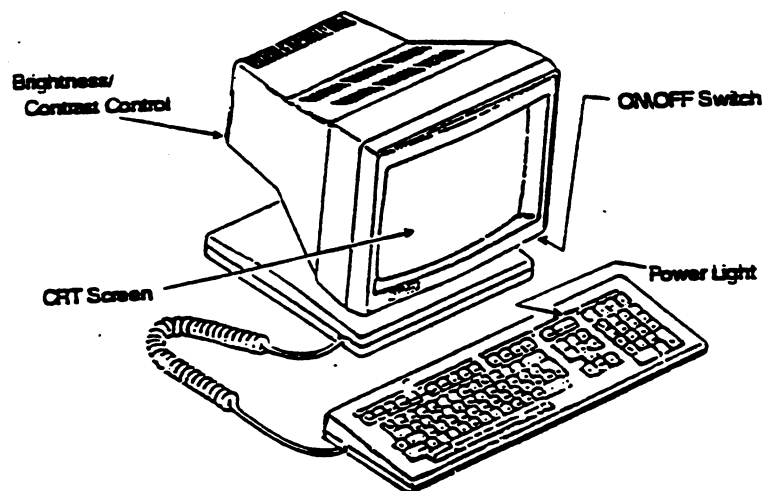
Figure 3.1-1. UVT-1224 Display Monitor and Keyboard

Chapter 3 of the Operating and Programming Guide, Video Terminal UVT-1224, describes the setup screens and the procedures used to select the various options. The System Administrator (SA) may prescribe specific setup parameters for all terminals at a site.

b. The PC depicted in Figure 3.1-3, Z-248 Display Monitor and Keyboard, comprises a central processing unit (CPU), CRT display monitor, and an electronic, typewriter-formatted keyboard. Figure 3.1-4 depicts this keyboard. The low-profile keyboard is attached to the CPU with a coiled cord that allows for flexibility in positioning. The Z-248 PC Series Computers Owner's Manual provides additional information about the Z-248.

UVT-1224 Keyboard   Showing Location of
                              SIDPERS Function Keys

F6	F7 Duplicate Record	F8 Count Query Hits	F9 Print Function	F10 Next Set of Records		F11 Scroll w/ Arrows	F12 Previous Field	F13 List of Field Values	F14 Character Insert/ Replace
						[ESC] Escape	[BS] Backspace	[LF]	

(TOP CENTER)

HELP	DO COMMIT TRANSACTION		F17 Clear Form/ Rollback	F18 Clear Block	F19 Clear Record	F20 Clear Field

FIND Execute Query	INSERT Create Record	REMOVE Delete Record		PF1 Show Function Keys	PF2 Menu	PF3 Display Error	PF4 Exit/ Cancel
SELECT Enter Query	PREVIOUS SCREEN Previous Block	NEXT SCREEN Next Block		7	8	9	—
	UP ARROW Previous Record			4	5	6	.
LEFT ARROW <<<---	DOWN ARROW Next Record	RIGHT ARROW --->>>		1	2	3	E N T E R
				0	.		

EDITING KEYPAD   NUMERIC KEYPAD

(RIGHT SIDE)

Figure 3.1-2. UVT-1224 Keyboard
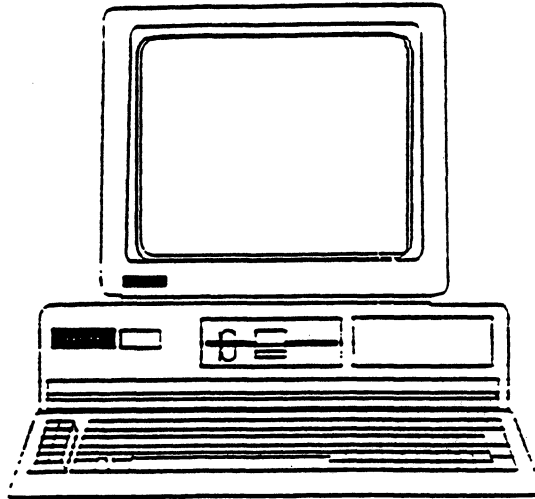
Figure 3.1-3.   Z-248 Display Monitor and Keyboard
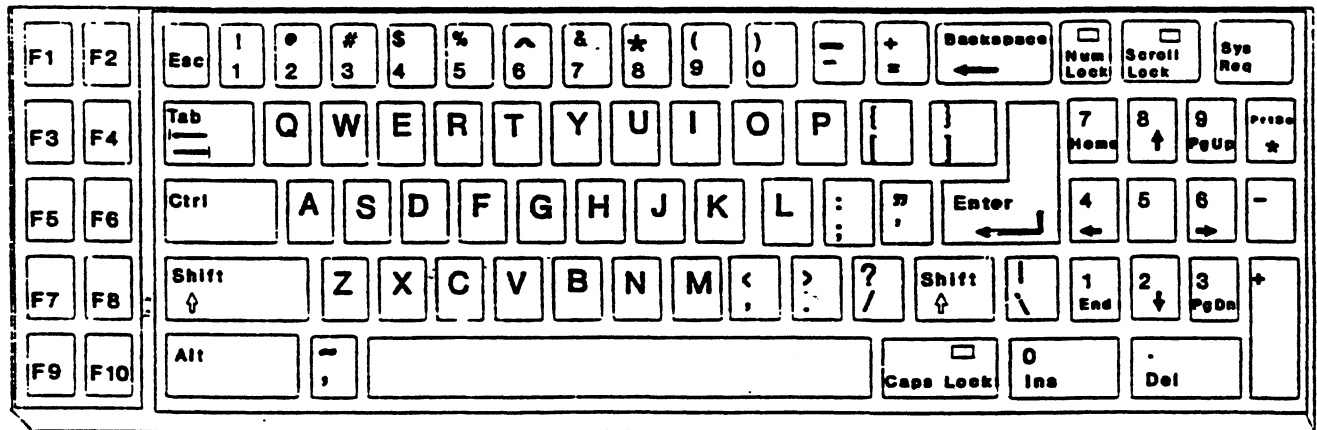
Figure 3.1-4.   Z-248 Keyboard

3.1.1.1 ON/OFF Switch. The following information relates the location of the ON/OFF switch for the UVT-1224 terminal and the Z-248 PC:

a. A rocker-arm type ON/OFF switch is located on the back of the UVT-1224 terminal base, at the right hand side (as viewed from the front). When power is on, the small green POWER light, located on the keyboard above the "Do" key, is illuminated.

b. The Z-248 PC has two ON/OFF switches. The ON/OFF switch for the CRT is a button marked "I/O" and is located on the lower right front of the monitor. When power is on, the small green POWER light, located on the monitor just to the right of the ON/OFF switch, is illuminated. The ON/OFF switch for the CPU is a rocker-arm type switch which is located at the right rear of the CPU. When power is on, the small green power light on the left front of the CPU is illuminated.

3.1.1.2 Visual Display Screen. The following list describes the visual display screen of the UVT-1224 terminal and Z-248 personal computer:

a. The UVT-1224 screen displays 25 lines of 80 characters each. Line 25 is a status message/error line that cannot be accessed by the user. The system software generates all information on line 25. Pressing the STATUS key in the upper left area of the keyboard removes or returns the status message/error display.

The brightness of the screen can be varied with the brightness control, located under the rear of the display monitor.

b. The Z-248 screen displays 25 lines of 80 characters each. Line 25 is a status message/error line that cannot be accessed by the user. The system software generates all information on line 25. Pressing the Control and E keys together displays information about the last error message.

The brightness of the screen can be varied with the brightness control, located to the left of the ON/OFF switch on the display monitor. The contrast of the screen can be varied with the contrast control, located to the left of the brightness control on the display monitor. The color selection switch, located

to the left of the contrast control, should be placed
in the "NORMAL" position.

3.1.1.3 Cursor. The cursor is located at the position
where the next character entered from the keyboard will be
displayed. The cursor that is normally used for the UVT-1224
terminal is a blinking, bright block occupying an entire
character space. Other cursor styles can be selected by
using the Display Setup screen for the UVT-1224. The cursor
that is used for the Z-248 PC is a blinking, underscore
character that occupies an entire character space.

The cursor scan keys at the right side of the UVT-1224 and
Z-248 keyboards move the cursor in the direction indicated
by the arrow on the key. They are referred to as the UP
ARROW [↑], DOWN ARROW [↓], LEFT ARROW [←], and RIGHT ARROW
[→] keys. Each time a key is pressed the the cursor moves
one space; it can be moved rapidly by holding the key down
for more than a half second.

For most SIDPERS operations, the system software determines
the position of the cursor. You are restricted by the
cursor to entering data only at the correct location(s) for
the specific function that has been selected.

3.1.1.4 Keyboard. The keyboard is the means for entering
data at the current cursor position on the screen for both
the UVT-1224 terminal and the Z-248 PC. The keyboard keys
are divided into four functional groups: data entry keys,
editing keypad, numeric keypad, and function keys. Refer to
Figure 3.1-2 for the location of the keys on the UVT-1224
keyboard and to Figure 3.1-4 for the location of the keys on
the Z-248 personal computer keyboard.

3.1.1.4.1 Data Entry Keys. The data entry keys are the
group of keys that comprise the major portion of both
keyboards and resemble a standard typewriter keyboard. They
provide the means for entering data at the current cursor
position on the screen. The cursor must be positioned within
a modifiable field; otherwise, the keystroke is not
recognized. A modifiable field is a field for which data
can be added or changed; that is, blanks changed to
characters, characters changed to blanks, or existing
characters changed to different characters. In general,
SIDPERS will not permit the cursor to be positioned in an
unmodifiable field.

Throughout this manual, whenever a reference is made to a
specific key, that key is identified by showing the marking
on the key in square brackets, e.g., [A], where A represents
the ORACLE function. Several frequently used keys on the

UVT-1224 are marked with pictorial symbols rather than a letter, number, or punctuation mark. These keys are the Shift, Shift Lock, Tab, and Return keys. They appear on the Z-248 keyboard as Shift, Caps Lock, Tab, and Enter. Throughout the procedures in this manual, these keys on both keyboards are referred to as [SHIFT], [CAPS LOCK], [TAB], and [RETURN], respectively.

The Delete or "rub out" key on the UVT-1224 does not function in SIDPERS as normally expected; that is, it does not backspace and delete one character each time it is pressed. Instead, it deletes all characters between the current cursor position and the last [RETURN] as a single operation. This same function can be performed on a Z-248 keyboard by holding down the Control key and then simultaneously pressing the F key.

On a screen, the normal one-space-at-a-time delete function is accomplished by simultaneously pressing the Control and H keys on either keyboard. (The Backspace key on a Z-248 keyboard will also have the same effect as the Control and H keys.) On a menu, this same function is accomplished by simultaneously pressing the Shift and H keys on either keyboard.

Throughout this manual the requirement to press and hold a key prior to pressing a second key is indicated by enclosing the key to be held in "pointed" brackets, followed by the second key to be pressed, e.g., <Ctrl>[H] means to hold the Control key down while you press the H key, and then release both keys.

3.1.1.4.2 Editing Keyboard. The editing keypad, to the right of the data entry keys, contains the four cursor scan keys that move the cursor in the direction indicated by the arrow. The other keys are normally used to edit data; their functions and that of [DELETE] are determined by SIDPERS applications.

3.1.1.4.3 Numeric Keyboard. The following list describes the numeric keypad on the UVT-1224 and Z-248 keyboards:

    a.   The numeric keypad, at the far right of the UVT-1224 keyboard, allows numbers to be entered in calculator fashion. If the terminal is set for "Numeric Keypad", the keypad generates the same data characters as the numeric keys on the data entry keyboard, and [ENTER] corresponds to [RETURN]. If the terminal is set up for "Application Keypad", SIDPERS assigns special functions to the numeric keys. The functions of [PFI] through [PF4] also are

determined by SIDPERS. SIDPERS defaults to the
"Numeric Keypad" application, and all operating
instructions in this manual are predicated on the
terminal being set for "Numeric Keypad".

b. The numeric keypad, at the far right of the Z-248
keyboard, allows numbers to be entered in calculator
fashion. If [Num Lock] is turned on, the keypad
generates the same data characters as the numeric
keys on the data entry keyboard. All operating
instructions in this manual are predicated on [Num
Lock] being turned off.

3.1.1.4.4 Function Keys and Other Keys. ORACLE determines
the purpose of the function keys which are located at the
top of the UVT-1224 keyboard and at the left side of the
Z-248 keyboard. Chapter 2 of the Operating and Programming
Guide, Video Terminal UVT-1224, describes the generic use of
the modifier, standard function, and program function keys.
Table 3.1-1, UVT-1224 Keys and ORACLE Functions, provides
the mappings of the function keys and other keys on the
UVT-1224 keyboard to their ORACLE functions.

The key mappings for the Z-248 PC depend on whether Enable
or Procomm is used as the communications interface. The
person who sets up the communications interface should be
contacted if there is a question about which interface is
being used. Table 3.1-2, Z-248 Keys and ORACLE Functions
for Enable, provides the key mappings for the Enable
interface; Table 3.1-3, Z-248 Keys and ORACLE Functions for
Procomm, provides the key mappings for the Procomm
interface. Throughout the rest of this manual, keys are
listed in procedures by their ORACLE functions and not how
they appear on the keyboard.

Within each of the processing areas, certain keys have been
disabled. The "Disabled Area" column of the tables contains
numbers that represent the processing areas where the keys
are disabled. Keys are not applicable to the Reports
processing area and some keys are not applicable to certain
screens in other processing areas.

Table 3.1-1. UVT-1224 Keys and ORACLE Functions

Keys	ORACLE Function	Disabled Area
<Ctrl>[E] or [F]	Duplicate Field	
<Ctrl>[H]	Delete Character	
<Ctrl>[K]	Next Primary Field	
<Ctrl>[R]	Redisplay Page	
[DELETE]	Delete Character	
[Do]	Commit Transaction	2*, 3
[DOWN ARROW]	Next Record	
<Esc>[DELETE]	Query Cancelled	
[Find]	Execute Query	2, 3
[Help]	Help (Field)	3
[Insert Here]	Create Record	2, 3
[LEFT ARROW]	Move Cursor Left	
[Next Screen]	Next Block	1, 2
[Prev Screen]	Previous Block	1, 2
[Remove]	Delete Record	2, 3
[RIGHT ARROW]	Move Cursor Right	
[Select]	Enter Query	2, 3
[TAB] or [RETURN]	Next Field	
[UP ARROW]	Previous Record	2
[F7]	Duplicate Record	
[F8]	Count Query Hits	2, 3
[F9]	Print Function	
[F10]	Next Record Set	
[F11]	Scroll	
[F12]	Previous Field	
[F14]	Insert/Replace	
[F17]	Clear Form	2
[F18]	Clear Block	2, 3
[F19]	Clear Record	2, 3
[F20]	Clear End of Field	
[PF1]	Show Function Keys	
[PF3]	Display Error	
[PF4] or <Ctrl>[Z]	Exit or Cancel	

Disabled Areas: 1 = Administrative Functions
                  2 = Personnel Actions and Organizational
                      Processing
                  3 = Queries

* Has been disabled, except for the last field on the screen.

Table 3.1-2.   Z-248 Keys and ORACLE Functions - Enable

Keys	ORACLE Function	Disabled Area
[Back Space]	Delete Character	3
<Ctrl>[E]	Display Error	
<Ctrl>[F]	Clear End of Field	3
<Ctrl>[F2]	Clear Record	2, 3
<Ctrl>[F4]	Delete Record	2, 3
<Ctrl>[H]	Delete Character	3
<Ctrl>[P]	Print Function	
<Ctrl>[R]	Redisplay Page	3
<Ctrl>[Z]	Exit or Cancel	
[Del]	Query Cancelled	
[DOWN ARROW]	Next Record	2, 3
[End]	Exit or Cancel	
[F1]	Show Function Keys	
[F2]	Commit Transaction	2*, 3
[F4]	Create Record	2, 3
[F5]	Execute Query	2, 3
[Ins]	Insert/Replace	
<Home>	Clear Form	2
[LEFT ARROW]	Move Cursor Left	
[PgDn]	Next Block	1, 2
[PgUp]	Previous Block	1, 2
[RETURN]	Shift Right	3
[RIGHT ARROW]	Move Cursor Right	
<Shift>[F2]	Clear Block	2, 3
<Shift>[F3]	Duplicate Field	
<Shift>[F4]	Duplicate Record	3
<Shift>[F5]	Enter Query	2, 3
<Shift>[TAB]	Previous Field	
<Shift>[TAB]	Shift Left	3
[TAB] or [RETURN]	Next Field	
[UP ARROW]	Previous Record	2, 3

Disabled Areas: 1 = Administrative Functions
                  2 = Personnel Actions and Organizational
                      Processing
                  3 = Queries

* Has been disabled, except for the last field on the
screen.

Table 3.1-3. Z-248 Keys and ORACLE Functions - Procomm

Keys	ORACLE Function	Disabled Area
[Back Space]	Delete Character	3
<Ctrl>[E]	Display Error	
<Ctrl>[F]	Clear End of Field	
<Ctrl>[H]	Delete Character	3
<Ctrl>[P]	Print Function	
<Ctrl>[PgDn]	Next Block	1, 2
<Ctrl>[PgUp]	Previous Block	1, 2
<Ctrl>[R]	Redisplay Page	
<Ctrl>[Z]	Exit or Cancel	
[Del]	Query Cancelled	
[DOWN ARROW]	Next Record	
[End]	Exit or Cancel	
[F1]	Show Function Keys	
[F2]	Commit Transaction	2*, 3
[F4]	Create Record	2, 3
[F5]	Execute Query	2, 3
[F7]	Next Primary Field	3
[F8]	Insert/Replace	
[F9]	Delete Record	2, 3
[Home]	Clear Form	2
[LEFT ARROW]	Move Cursor Left	
[RETURN]	Shift Right	3
[RIGHT ARROW]	Move Cursor Right	
<Shift>[F2]	Clear Block	2, 3
<Shift>[F3]	Duplicate Field	
<Shift>[F4]	Duplicate Record	
<Shift>[F5]	Enter Query	2, 3
<Shift>[F7]	Previous Field	
<Shift>[F7]	Shift Left	3
[TAB] or [RETURN]	Next Field	
[UP ARROW]	Previous Record	2, 3

Disabled Areas: 1 = Administrative Functions
                  2 = Personnel Actions and Organizational
                      Processing
                  3 = Queries

* Has been disabled, except for the last field on the
screen.

3.1.2 Access Control. SIDPERS processes personnel data subject to the provisions of Public Law 93-579, "The Privacy Act of 1974." To protect the data, the following access and security features have been implemented:

a.   The SA must issue a unique user name and password to each end user before the end user can gain access to the UNIX operating system where SIDPERS resides. The end user is not authorized to add or delete passwords or user names. If granted access to UNIX, a user may change his or her own password. Users must not divulge their passwords or allow anyone to use their terminals while they are logged into SIDPERS.

b.   The SIDPERS security system requires entry of an authorized user name and password before access is granted. The Database Administrator (DBA) determines the functions that each user will be allowed to access and issues a unique user name and password to each user. Every user name is different so that user accounts and processing records can be maintained and individually identified.

3.1.3 Installation and Setup. The end user is not authorized to install, modify, or access system or SIDPERS software; only the SA and DBA have this privilege.

3.2 Initiating a Session. Before you can begin working with SIDPERS, you must first log into UNIX, the ORACLE Relational Database Management System (RDBMS), and SIDPERS. The following subparagraphs describe how to turn on a UVT-1224 terminal or a Z-248 PC and how to log into UNIX, ORACLE, and SIDPERS.

3.2.1 Getting Started. The following subparagraphs describe how to begin using a UVT-1224 terminal or a Z-248 PC to communicate with the U5000-series computer.

3.2.1.1 Using the UVT-1224 Terminal. The following procedures describe how to turn on the UVT-1224 terminal. To begin using the UVT-1224, complete the following steps:

a.   Turn on the terminal by setting the ON/OFF switch on the rear of the terminal base to the ON position.

The UVT-1224 OK message appears on the screen.

b.   Press [RETURN].

The UNIX "login:" prompt is displayed.

For information about logging into UNIX, ORACLE, and SIDPERS, see paragraph 3.2.2.

3.2.1.2 Using the Z-248 PC. The following procedures describe how to turn on the Z-248 PC and how to use Enable or Procomm to communicate with the U5000. To begin using the Z-248, complete the following steps:

a. Turn on the CPU by setting the ON/OFF switch on the rear of the terminal base to the ON position.

b. Turn on the CRT by pressing the "I/O" switch on the lower right front of the monitor.

c. Determine which communications package to use - either Procomm or Enable.

    If you are unsure of which communications package to use, contact the person who is responsible for setting up the PCs for communications.

d. At the DOS prompt, type **p** if you are using Procomm or **comlnk** if you are using Enable.

    If you have problems using Procomm or Enable, contact the person who installed the communications package on the personal computer.

e. Press [RETURN].

    If you are using Procomm, the Procomm screen will be displayed. If you are using Enable, the Enable macro performs the steps that are usually done manually.

f. If you are using Procomm, press [RETURN] twice to display the UNIX "login:" prompt. If you are using Enable, the UNIX "login:" prompt is displayed automatically; you do not have to press any key.

g. Verify that the [Num Lock] key is turned off.

For information about logging into UNIX, ORACLE, and SIDPERS, see paragraph 3.2.2.

3.2.2 Logging into UNIX, ORACLE, and SIDPERS. To gain access to the UNIX operating system, ORACLE RDBMS, and SIDPERS, you need user names and passwords. If you do not have a user name or password, contact the SA or DBA.

When the UNIX "login:" prompt is displayed, complete the
following procedures to log into UNIX, ORACLE, and SIDPERS:

a. Type your user ID and press [RETURN].

    The cursor moves to the "Password" field.

b. Enter your system password and press [RETURN].
    The password will not be displayed. If you entered a
    valid UNIX user ID and password, the following prompt
    is displayed:

        Terminal default is "svt1220", Enter RETURN or
        new terminal type:

        1. SVT1220
        2. SVT1210
        3. PC using PCU, PROCOMM, or other VT100 emulator
        4. PC using ENABLE VT100 emulation

    If you entered an invalid UNIX user ID or password,
    you will be denied access to the system and must
    repeat the login process (steps a and b). See the
    DBA to resolve login/password difficulties.

c. Type the number for the terminal type and press
    [RETURN].

    Screen prompts "Do you want to enter the sidpers menu
    system y/n?"_
    Type y and press [RETURN].

    The SIDPERS Login Screen will be displayed.

d. From the SIDPERS Login Screen (shown in Figure
    3.2-1), type your ORACLE user name and press
    [RETURN].

    If you make an error while typing your user name and
    you identify the error, press <Ctrl>[H] to backspace
    and correct it.

    The cursor moves to the "PASSWORD" field.

e. Type your password and press [RETURN].

    You will not be able to see the password as you enter
    it because the screen displays an "X" for each
    character you type.

If you have entered a valid user name and password,
the SIDPERS Main Menu (Figure 3.2-2), will be
displayed. If SIDPERS is very busy, 30 seconds or
more may elapse before the Main Menu appears.

```
+----------------------------------------------------------+
|                                                          |
|                  SIDPERS LOGIN SCREEN                    |
|                                                          |
|                                                          |
|       ORACLE USER NAME:_____                         |
|                                                          |
|                                                          |
|                                                          |
|       PASSWORD:                                          |
|                                                          |
|                                                          |
|                                                          |
|                                                          |
+----------------------------------------------------------+
```

Figure 3.2-1. SIDPERS Login Screen

If you entered an invalid ORACLE user name or password,
"INVALID USER/PASSWORD" will appear in the lower left
corner of the screen and the cursor will return to the
"ORACLE USER NAME" field. If you entered an invalid
SIDPERS user name or password, "INVALID SIDPERS USER"
will appear. If you enter invalid user name or
password three times, the error message "SORRY TOO MANY
MISTAKES" will appear and the SIDPERS Login Screen will
be replaced with the UNIX "login:" prompt. Three
unsuccessful attempts indicate that an error or
omission in the SIDPERS User Table is more likely to be
the problem than a keying error. If you believe you
have correctly entered a valid user name and password,
consult the DBA to resolve the problem.

When the SIDPERS Main Menu is displayed, you can begin
SIDPERS operations in accordance with the procedures
outlined in paragraphs 4.3.1 through 4.3.5 of this
manual.

3.3 Stopping and Suspending Work. When you have finished a transaction and are ready to stop work, press [Commit Transaction] to commit the transaction to the database. The message "Working..." is displayed while the operation is in progress and "Transaction Completed -- XX records processed" is displayed (where XX stands for the number of records processed) when the operation is complete. This ensures that your work is saved before you terminate operations.

```
┌─────────────────────────────────────────────────────────────────┐
│                     S I D P E R S - A R N G                      │
│                                                                   │
│   MM/DD/YY                VERSION 4.1                HH:MM:SS      │
│                                                                   │
│                           MAIN MENU                               │
│                                                                   │
│          01      ADMINISTRATIVE FUNCTIONS                         │
│          02      REPORTS                                          │
│          03      PERSONNEL ACTIONS                                │
│          04      QUERIES                                          │
│          05      ORGANIZATIONAL PROCESSING                        │
│          06      LOCAL MENU                                       │
│          07      LOCAL SUPPLEMENTAL DATABASE                      │
│          99      EXIT                                             │
│                                                                   │
│                                                                   │
│          PLEASE ENTER SELECTION: . .                              │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Figure 3.2-2.   SIDPERS Main Menu

To terminate operations, press [Exit/Cancel] (PF4) to return to the menu or submenu from which you selected the just-completed work option. To exit SIDPERS from any menu, use [↓] (DOWN ARROW) to highlight "99 EXIT", or press [9] twice, and press [RETURN]. The UNIX "login:" prompt will be displayed.

You can suspend work at any time by not taking any further action. Your terminal or PC will remain in an "idle" condition indefinitely. However, if you want to leave your terminal or PC unattended, you should continue to work to a point where you have completed a transaction and use the procedure described above to save your work and log out of SIDPERS. This prevents unauthorized users from accessing SIDPERS while your terminal or PC is unattended.

SECTION 4. PROCESSING REFERENCE GUIDE

This section provides technical information on the
processing procedures for the Standard Installation/Division
Personnel System (SIDPERS) - Field Operating Level (FOL).

4.1 Capabilities. The Main Menu provides the only entry
point to the following SIDPERS processing areas:

    a. Administrative Functions. This function allows you
        to update/review passwords, update/review
        originator codes and parameters, and purge the
        error files. You can also archive the Transaction
        History and Personnel Loss Files and generate the
        necessary output media for interfaces.

    b. Reports. This function retrieves information from
        the SIDPERS database and produces hard-copy
        reports. Appendix B, Printed Output Formats and
        Descriptions, contains the formats and descriptions
        for most of the reports. Appendix H contains the
        Local Supplemental Database reports menus, formats,
        and descriptions.

    c. Personnel Actions. This function allows you on-
        line maintenance of personnel records in the
        SIDPERS database. You can initiate these actions
        by entering the mnemonic for input transactions.
        You will also have the option to exit any process
        (screen) and return to a previous menu without
        committing the changes to the SIDPERS database. If
        a transaction requires multiple screens to enter
        the data, you can move between the screens.
        Interface records are generated for transmittal to
        the Headquarters Operating Level (HOL) and Military
        Pay Branch (MPB) at the state level.

    d. Queries. A predefined query is available at the
        SIDPERS Interface Branch (SIB). This query allows
        retrieval of a service member's record using their
        Social Security Number (SSN). In addition, you can
        make queries to the database using Structured Query
        Language (SQL). SQL allows you to define
        specialized queries of the database to meet your
        distinctive needs.

    e. Organizational Processing. This function allows
        you to process the Authorized Strength (ASTE),
        Intact Unit Gain (OIUG), Intact Unit Loss (OIUL),
        and Intact Unit Return (OIUR) transactions to
        perform on-line maintenance of organizational data.

You can initiate these actions by entering the mnemonic for the input transactions. You will also have the option to exit any process (screen) and return to a previous menu without committing the changes to the SIDPERS database. Processing of the Intact Unit Loss (OIUL) transaction includes initiating a large number of transactions to perform its function. It is recommended that the Intact Unit Loss (OIUL) transaction be processed after all other daily transactions are processed. Interface records are generated for transmittal to the HOL interface.

f. Local Menu. This function allows the user to produce locally produced reports or reports provided from other sources, for example, Michigan Reports.

g. Local Supplemental Database. This function allows the end user to maintain a database of local data for all SIDPERS-ARNG records. Appendix G, Local Supplemental Database End User Manual, contains the input formats and procedures for the Local Supplemental Database(LSDB)categories. Appendix H contains the LSDB reports, menus, formats, and descriptions.

To work in one of the processing areas, select it from the Main Menu. If you are not authorized for a processing area, you will not be able to access it. For example, if you have Analyst access (Level 2 users), you can get access to Personnel Actions, Queries, and Organizational Processing, but not to Administrative Functions and Reports. Only users with Supervisory access (Level 1 users) have access to all processing areas.

4.2 Conventions. Paragraph 4.2.1 describes the conventions for using SIDPERS screens and menus. Paragraph 4.2.2 describes the conventions used in this manual. Becoming familiar with these conventions will make it easier for you to use SIDPERS.

4.2.1 Conventions Used in SIDPERS. You can select an option from a SIDPERS menu in either of the following ways:

a. Use [↓] (DOWN ARROW) or [↑] (UP ARROW) to move through the menu until the function you want to select is highlighted. Then press [RETURN].

b. Press the number keys that correspond to the
    numbers to the left of the function you want to
    select (You do not have to type leading zeros),
    then press [RETURN].

A valid selection will display the selected menu/screen or
execute the selected program. If you are denied access to
the selected option, an error message will be displayed;
e.g., "SELECTION DENIED".

If you make an error while entering data, the terminal will
'beep'. SIDPERS will display a message at the bottom of the
screen describing the error.

When an operation is in progress, ORACLE displays the
message "Working..." until the operation has finished.
"Transaction Completed -- nn records processed" will be
displayed when the operation is complete.

To log out of SIDPERS and display the UNIX "login:" prompt,
highlight "99 EXIT" or press the [9] key twice and press
[RETURN]. Each menu, except the main menu, will have a
"RETURN" option next to the last option number on the screen
which will take you to the previous menu. This option is
executed in the same manner as all other options on the
menu.

4.2.2 Conventions Used in this Manual. The typographical
style used in this manual will aid you in identifying the
nomenclature displayed on the various SIDPERS screens. Keys
are shown in either [ ] or < > type brackets. Because
keyboards may vary, keys are listed by their ORACLE
functions and not how they appear on the keyboard. Boldface
type is used to show specific letters or numbers you need to
type. Wording that appears on the screen in all capital
letters is shown in the manual with all capitals.
Similarly, wording that appears on the screen in both upper-
case and lower-case letters appears the same way in the
manual. In either case, wording that appears on the screen
is enclosed in double quotation marks; e.g., "Working...".

4.3 Processing Procedures. The following subparagraphs
provide procedures for using the Administrative Functions
Menu, Reports Menu, Personnel Actions Screen, Queries Menu,
and Organizational Processing Menu. Before starting the
procedures in these paragraphs, follow the procedures in
paragraph 3.2.2 for logging into SIDPERS.

4.3.1 Administrative Functions. To select this processing
area from the Main Menu, highlight "01 ADMINISTRATIVE
FUNCTIONS" using [↑] (UP ARROW) or [↓] (DOWN ARROW) and

press [RETURN]. You can also select this option by typing **1** and pressing [RETURN].

Only Level 1 users have access to this menu. If you are not authorized to use this menu, the error message "SELECTION DENIED" will be displayed. If you are authorized, the Administrative Functions Menu (Figure 4.3-1) will be displayed.

The following paragraphs describe each of the options available from the Administrative Functions Menu.

4.3.1.1 <u>Update/Review Password</u>. The Update/Review Password option allows you to do the following functions:

    a. Review a list of users and their levels of access to the system, or verify the existence of a single user by querying the database using a user level or user identification (ID).

```
MM/DD/YY                    S I D P E R S - A R N G
                       ADMINISTRATIVE FUNCTIONS MENU

             01        UPDATE/REVIEW PASSWORD
             02        UPDATE/REVIEW ORIGINATOR CODE
             03        EXTERNAL INTERFACE PROCESSES
             04        ERROR PURGE
             05        ARCHIVE TRANSACTION HISTORY
             06        ARCHIVE PERSONNEL LOSS
             98        RETURN
             99        EXIT

                       PLEASE ENTER SELECTION:  . .
```

Figure 4.3-1. Administrative Functions Menu

    b. Add users to the system.

    c. Delete users from the system.

    d. Change a user's password and level of access by deleting an entry then adding the changed information about the user to the system.

The following paragraphs describe how to perform functions available with the Update/Review password option.

NOTE: Before you add, delete, or change any user's
         password, contact the Data Processing Installation
         (DPI) to make sure that there are no SIDPERS users
         and no SIDPERS processes running. If there is any
         user or process on the system while you are adding,
         deleting, or changing a password, table grants
         could be left on the system for a user ID that no
         longer exists, or some user IDs could be
         established that do not have access to all the
         necessary tables.

4.3.1.1.1 Reviewing a List of Users and Listing an
Individual User. To review a list of users or list
information about a single user, complete the following
steps:

   a. Select "01 UPDATE/REVIEW PASSWORD" from the
       Administrative Functions Menu and press [RETURN].

       The Update/Review Password Screen (Figure 4.3-2)
       will be displayed.

   b. To display all users, press [Execute Query].

       SIDPERS lists all user IDs in the "INIT" field and
       their levels in the "LVL" field.

```
+--------------------------------------------------------------+
|                                                              |
|                  S I D P E R S - A R N G                     |
|                  UPDATE/REVIEW PASSWORD                      |
|                                                              |
|          PSWD      LVL        INIT                           |
|                                                              |
|                                                              |
|                                                              |
|                                                              |
|                                                              |
|                                                              |
|                                                              |
+--------------------------------------------------------------+
```

Figure 4.3-2. Update/Review Password Screen

   c. To display only Level 1 or Level 2 users, clear the
       screen by pressing [Clear Block] and [Enter Query].
       Move the cursor to the "LVL" field by pressing
       [Previous Field] two times. Type 1 to display
       Level 1 users or 2 to display Level 2 users, and
       press [Execute Query].

SIDPERS lists all users that have the level of access you entered.

d. To display the level for a specific user, clear the screen by pressing [Clear Block] and [Enter Query]. Move the cursor to the "INIT" field by pressing [Previous Field]. Type a valid user ID (up to five characters) and press [Execute Query].

    SIDPERS displays the level of access for the user ID you entered.

NOTE: SIDPERS displays "????" in the "PSWD" field. User passwords are encrypted and therefore cannot be viewed on screen.

If you make a mistake while entering information, use [→] (RIGHT ARROW) or [←] (LEFT ARROW) to move the cursor to the position where you made the mistake, then type over it.

To exit the Update/Review Password Screen and return to the Administrative Functions Menu, press [Exit/Cancel].

4.3.1.1.2 Adding Users to the System. To add users to the system, complete the following steps:

a. Select "01 UPDATE/REVIEW PASSWORD" from the Administrative Functions Menu and press [RETURN].

    The Update/Review Password Screen (Figure 4.3-2) will be displayed.

b. Type a four character password in the "PSWD" field.

    You can enter any combination of letters, numbers, and special characters; however, you must enter four characters or the cursor will not advance to the next field. This is the only time that the password can be viewed.

c. In the "LVL" field, type 1 if the user is a Level 1 user, or 2 if a Level 2 user.

    Level 1 users have access to all processing areas within SIDPERS. Level 2 users only have access to Personnel Actions, Queries, and Organizational Processing.

d.   In the "INIT" field, enter the user ID.

     A user ID can contain from one to five characters;
     however, it is recommended that you use four or
     five characters for a user ID. A user ID can be
     any combination of numbers, letters, or special
     characters.

e.   When you have filled in all the fields for the
     user, press [Create Record].

     The cursor will move to the next line.

f.   If you want to add more users to the system, repeat
     steps 'b' through 'e'. When you have finished,
     press [Commit Transaction] to add the records to
     the database.

     If you entered Level 1 users, SIDPERS displays the
     message "LEVEL 1 USER & TABLE ASSIGNMENT IN
     PROGRESS" for each Level 1 user added. If you
     entered Level 2 users, SIDPERS displays the message
     "LEVEL 2 USER & TABLE ASSIGNMENT IN PROGRESS" for
     each Level 2 user added. After either of these
     messages appear on the screen, you will be prompted
     to press [RETURN] to continue. When you press
     [RETURN], SIDPERS displays the completed records
     and displays the message, "Transaction completed --
     nn records processed".

     NOTE: You can add up to 15 users at a time.
               If you need to add more, repeat steps
               'b' through 'f' until you have completed
               adding users.

If you make a mistake while typing information, use [→]
(RIGHT ARROW) or [←] (LEFT ARROW) to move the cursor to the
position where you made the mistake, then type over it.

To exit the Update/Review Password Screen and return to the
Administrative Functions Menu, press [Exit/Cancel]. If you
added Level 1 users to the system, SIDPERS displays "USER
TABLE GRANT IN PROGRESS" and you will be prompted to press
[RETURN] prior to exiting the process.

4.3.1.1.3 Deleting Users from the System. To delete users
from the system, complete the following steps:

a.   Select "01 UPDATE/REVIEW PASSWORD" from the
     Administrative Functions Menu and press [RETURN].

The Update/Review Password Screen (Figure 4.3-2)
will be displayed.

b. Display the user's record by either typing the user
    ID in the "INIT" field and pressing [Execute
    Query], or by pressing [Execute Query] to display
    all users.

c. Using [↓] (DOWN ARROW) or [↑] (UP ARROW), place the
    cursor on the record of the user you want to
    delete.

    You can place the cursor in any field of the
    record.

d. Press [Delete Record].

    The user's record will be deleted from the screen,
    but not from the database.

e. If you want to delete more users from the system,
    repeat steps 'c' and 'd'. When you have finished,
    press [Commit Transaction].

    SIDPERS displays the message "TABLE REVOCATION IN
    PROGRESS" for each record you delete. Each time
    this message appears, you will be prompted to press
    [RETURN] to continue. When you press [RETURN],
    SIDPERS removes the record from the database and
    displays the message "Transaction Completed -- nn
    records processed".

    NOTE: You can delete up to 15 users at a time.
               If you need to delete more, repeat steps
               'b' through 'e' until you have completed
               deleting users.

f. To exit the Update/Review Password Screen and
    return to the Administrative Functions Menu, press
    [Exit/Cancel].

    If you deleted any Level 1 users, SIDPERS displays
    "USER TABLE REVOCATION IN PROGRESS" and you will be
    prompted to press [RETURN] prior to exiting the
    process.

4.3.1.1.4 Changing a User's Password or Level of Access.
To change a user ID, password, or level of access, delete
the record from the system and then add it to the system
again using the new user ID, password, or level of access.
For information about deleting a user's record from the

system, see paragraph 4.3.1.1.3. For information about
adding a user's record to the system, see paragraph
4.3.1.1.2.

4.3.1.2 Update/Review Originator Code. Originator Codes
are assigned to every unit in a state or to certain
individuals who can originate an activity or document. By
selecting this option from the Administrative Functions
Menu, The Update/Review Originator Code Screen (Figure
4.3-3) will be displayed.

```
        S I D P E R S - A R N G
     UPDATE/REVIEW ORIGINATOR CODE


      ORIG    UPC            NAME IND
```

Figure 4.3-3. Update/Review Originator Code Screen

This option allows you to do the following:

    a. Review a list of Originator Codes or verify the
        existence of an Originator Code.

    b. Add Originator Codes to the system.

    c. Delete Originator Codes from the system.

    d. Change Originator Codes or their associated
        information.

The following paragraphs describe how to perform
Update/Review Originator Code functions.

4.3.1.2.1 Reviewing a List of Originator Codes and
Verifying an Originator Code. To review a list of
Originator Codes or verify an Originator Code from the
Update/Review Originator Code Screen (Figure 4.3-3),
complete the following steps:

a. To display all of the Originator Codes, press
    [Execute Query].

    SIDPERS displays the Originator Codes in the "ORIG"
    field, the Unit Processing Code (UPC) associated
    with each Originator Code in the "UPC" field, and
    the name of the individual or unit associated with
    the Originator Code in the "NAME IND" field.

b. If you already know the Originator Code and you
    want to display the associated UPCs and the names
    of the individuals or units, clear the screen by
    pressing [Clear Block] and [Enter Query]. Enter
    the Originator Code in the "ORIG" field and press
    [Execute Query].

    If you know the UPC and want to display the
    associated Originator Codes and names of
    individuals or units, clear the screen by pressing
    [Clear Block] and [Enter Query]. Move the cursor
    to the "UPC" field by pressing [Previous Field] two
    times. Enter the UPC in the "UPC" field and press
    [Execute Query].

    If you know the name of an individual or unit and
    want to display the associated Originator Code and
    UPC, clear the screen by pressing [Clear Block] and
    [Enter Query]. Move to the "NAME IND" field.
    Enter the name in the "NAME IND" field and press
    [Execute Query].

c. Use [↑] (UP ARROW) or [↓] (DOWN ARROW) to scroll up
    and down the screen.

d. To clear the screen, press [Clear Block].

e. To exit the Update/Review Originator Code Screen
    and return to the Administrative Functions Menu,
    press [Exit/Cancel].

4.3.1.2.2 Adding Originator Codes to the System. To add
Originator Codes to the system from the Update/Review
Originator Code Screen (Figure 4.3-3), complete the
following steps:

a. Enter the Originator Code in the "ORIG" field.

   The Originator Code must contain three characters.
   It can contain any combination of letters, numbers,
   or special characters.

   If you make a mistake while typing information, use
   [→] (RIGHT ARROW) or [←] (LEFT ARROW) to move the
   cursor to the position where you made the mistake,
   then type over it.

b. Enter the UPC in the "UPC" field.

   The UPC can contain up to five characters. It can
   contain any combination of letters, numbers, or
   special characters. If you do not use all five
   characters, press [RETURN]. The cursor will move
   to the next field.

c. Enter the name of the individual or unit associated
   with the Originator Code in the "NAME IND" field.

   The individual's or unit's name can contain up to
   27 characters. It can contain any combination of
   letters, numbers, or special characters.

d. Press [Create Record].

e. If you want to add more Originator Codes, repeat
   steps 'a' through 'd'. When you have finished,
   press [Commit Transaction] to add the records to
   the database.

   The message "Transaction Completed -- nn records
   processed" will be displayed.

   NOTE: You can add up to 15 records at a time.
              If you need to add more, repeat steps
              'a' through 'd' until you have completed
              adding records.

f. To exit the Update/Review Originator Code Screen
   and return to the Administrative Functions Menu,
   press [Exit/Cancel].

4.3.1.2.3 Deleting Originator Codes from the System. To
delete Originator Codes from the system from the
Update/Review Originator Code Screen (Figure 4.3-3),
complete the following steps:

   a. Display the Originator Code that you want to delete
       either by pressing [Execute Query] to display all
       the originator Codes, or by entering the Originator
       Code, UPC, or the name of the individual or unit
       and pressing [Execute Query]. (For additional
       information about displaying Originator Codes, see
       paragraph 4.3.1.2.1.)

   b. Place the cursor on the record that you want to
       delete. The cursor can be on any field in the
       record.

   c. Press [Delete Record] to delete the record from the
       screen.

   d. If you want to delete more Originator Codes, repeat
       steps 'a' through 'c'. When you have finished,
       press [Commit Transaction] to delete the records
       from the database.

       The message "Transaction Completed -- nn records
       processed" will be displayed.

       NOTE: You can delete up to 15 records at a
                  time. If you need to delete more,
                  repeat steps 'a' through 'c' until you
                  have completed deleting records.

   e. To exit the Update/Review Originator Code Screen
       and return to the Administrative Functions Menu,
       press [Exit/Cancel].

4.3.1.2.4 Changing Originator Codes. To change Originator
Codes from the Update/Review Originator Code Screen (Figure
4.3-3), complete the following steps:

   a. Display the Originator Code that you want to change
       by either pressing [Execute Query] to display all
       the Originator Codes, or by entering the Originator
       Code, UPC, or the name of the individual or unit
       and pressing [Execute Query]. (For additional
       information about displaying Originator Codes, see
       paragraph 4.3.1.2.1.)

b. Press [Previous Field] to move to the field you
    want to change. Type over the existing information
    to change the field.

c. Use [↑] (UP ARROW) and [↓] (DOWN ARROW) to move up
    and down the screen.

d. Repeat steps 'a' and 'b' for each record you want
    to change. When you have finished, press [Commit
    Transaction] to save your changes to the database.

    The message "Transaction Completed -- nn records
    processed" will be displayed.

e. To exit the Update/Review Originator Code Screen
    and return to the Administrative Functions Menu,
    press [Exit/Cancel].

4.3.1.3 External Interface Processes. By selecting "03
EXTERNAL INTERFACE PROCESSES" from the Administrative
Functions Menu, you can display the External Interface
Processes Menu (Figure 4.3-4).

From this menu, you can generate files for the following
external interfaces:

a. Headquarters Operating Level (HOL).

b. Retirement Points Accounting System (RPAS).

You can also use this menu to generate the Organization
Personnel Strength Data (J-Card) (GPFM-1870). For
information about generating files for the Military Pay
Branch (MPB) at the state level, see paragraph 4.3.2.

```
  MM/DD/YY                    S I D P E R S - A R N G
                        EXTERNAL INTERFACE PROCESSES MENU


               01    GENERATE HOL INTERFACE DATA
               02    RESERVED FOR FUTURE USE
               03    RESERVED FOR FUTURE USE
               04    RETIREMENT POINTS ACCOUNTING SYSTEM
               05    J-CARD
               98    RETURN
               99    EXIT




               PLEASE ENTER SELECTION:
```

Figure 4.3-4.   External Interface Processes Menu

The following paragraphs describe the options on this menu.

4.3.1.3.1   Generate HOL Interface Data.   When you select
this option from the External Interface Processes Menu,
SIDPERS generates the Transaction History File into an
Automatic Digital Network (AUTODIN) format so that the file
can be transmitted to the HOL. The DPI will generate this
file to tape.   SIDPERS assigns a number (from 1 to 50) to
the file so that the SIB can track the file when it is
transferred to tape.   When 50 has been reached, SIDPERS
renumbers the files again, starting from 1.   SIDPERS also
generates the AUTODIN Transmittal Report (GPFD-1800), which
will be printed by the DPI.

Using the External Interface Processes Menu, complete the
following steps:

   a.   Select "01 GENERATE HOL INTERFACE DATA" and press
        [RETURN].

        The HOL Parameter Screen (Figure 4.3-5) will be
        displayed.

```
+----------------------------------------------------------------------+
|                        S I D P E R S - A R N G                       |
+----------------------------------------------------------------------+
|                                                                      |
|                                                                      |
|                                                                      |
|                            End of Month :                            |
|                                                                      |
|                            Write Report : Y                          |
|                                                                      |
|                            Resend a TAPE :                           |
|                                                                      |
|                              Tape Nbr :                              |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
+----------------------------------------------------------------------+
```

Figure 4.3-5.   HOL Parameter Screen

b. If you are generating an end of the month run, type
    Y after "End of Month" and press [RETURN]. If you
    are not generating an end-of-month run, type **N** and
    press [RETURN].

c. If you want to generate the AUTODIN Transmittal
    Report, press [RETURN] after "Write Report". If
    you do not want to generate the report, type **N** and
    press [RETURN].

    Appendix B contains the layout of the AUTODIN
    Transmittal Report.

d. If you are resending a batch to HOL, type **Y** after
    "Resend a TAPE" and press [RETURN]. After "Tape
    Nbr", enter the two-character alphabetic code for
    the tape you want to resend. If you do not want to
    resend a tape to HOL, type **N** and press [RETURN].

    After entering **N,** the following appears on the
    screen "Press RETURN to return to SQL*Forms".
    Press [RETURN] and the screen displays "Press any
    Function key to acknowledge message". Press any
    function key and you will be returned to the
    External Interface Processes Menu.

When you have finished entering all the parameters
for this screen, SIDPERS generates the AUTODIN-
formatted Transaction History File and the AUTODIN
Transmittal Report. You will be returned to the
External Interface Processes Menu, where you can
select another option.

The DPI will start a second run to extract the
Transaction History File to tape.

e. To exit the External Interface Processes Menu and
    return to the Administrative Functions Menu, select
    "98 RETURN" and press [RETURN]. To exit from
    SIDPERS, select "99 EXIT" and press [RETURN].

4.3.1.3.2 RPAS. When you select this option from the
External Interface Processes Menu, SIDPERS creates two files
from the Personnel Loss and Organization Files. These files
will be generated to tape by the DPI.

Using the External Interface Processes Menu, complete the
following steps:

a. Select "04 RETIREMENT POINTS ACCOUNTING SYSTEM" and
    press [RETURN].

    You will be prompted to begin processing RPAS.

b. If you want to begin processing, type **Y**. SIDPERS
    extracts the information and creates the necessary
    files in batch mode. You will be returned to the
    External Interface Processes Menu, where you can
    select another option. The DPI will start a second
    run to extract the file to tape.

    If you do not want to begin processing, type **N**.
    Processing will be aborted and you will be returned
    to the External Interface Processes Menu.

c. To exit the External Interface Processes Menu and
    return to the Administrative Functions Menu, select
    "98 RETURN" and press [RETURN]. To exit SIDPERS,
    select "99 EXIT" and press [RETURN].

4.3.1.3.3 J-Card. When you select this option from the
External Interface Processes Menu, SIDPERS creates an output
file for the Organization Personnel Strength Data (J-Card).

Using the External Interface Processes Menu, complete the
following steps:

a.   Select "05 J-CARD" and press [RETURN].

The output file for the J-Card is produced. You
will be prompted to enter a valid effective date.
No option is given to cancel the J-Card file
production. The last day of the previous month
should be entered in YYMMDD format. You will then
be returned to the External Interface Processes
Menu, where you can make another selection. The
J-Card file is then moved by the DPI to the SORTS
system for additional processing. Appendix B
contains the layout of this report.

b.   To exit the External Interface Processes Menu and
return to the Administrative Functions Menu, select
"98 RETURN" and press [RETURN]. To exit from
SIDPERS, select "99 EXIT" and press [RETURN].

4.3.1.4 Error Purge. When you select this option from the
Administrative Functions Menu, SIDPERS generates the Error
Purge Report (GPFR-1851). The Error Purge Report is created
from the Error Transaction File (ETF) and the Error Control
File (ECF). The ETF lists the transaction mnemonic when
errors occur in the Non-Prior Service Gain (NPSG), Prior
Service Gain (PSG), and Intact Unit Loss (OIUL)
transactions. The ECF lists only the errors that occur in
these transactions. SIDPERS checks for incompatibilities
between the ECF and the ETF, checks for errors against loss
records, and verifies that the errors have been corrected in
the Personnel File. If the errors have been corrected, the
records in the ETF and the ECF are deleted.

Using the Administrative Functions Menu, complete the
following steps:

a.   Select "04 ERROR PURGE" and press [RETURN].

You will be prompted to begin processing SIERRP.

b.   If you want to begin processing, type **Y**. SIDPERS
verifies that the errors for the Non-Prior Service
Gain (NPSG), Prior Service Gain (PSG), and Intact
Unit Loss (OIUL) transactions have been corrected
and generates the Error Purge Report in batch mode.
You will be returned to the Administrative
Functions Menu, where you can select another
option. The Error Purge Report can be printed by
the DPI. Appendix B contains the layout of this
report.

If you do not want to begin processing, type **N**.
Processing will be aborted and you will be returned
to the Administrative Functions Menu.

c. To return to the Main Menu, select "98 RETURN" and
    press [RETURN]. To exit SIDPERS, select "99 EXIT"
    and press [RETURN].

4.3.1.5 Archive Transaction History. When you select this
option from the Administrative Functions Menu, SIDPERS
archives records from the Transaction History File to a flat
file (which will be saved to tape) and generates the Archive
Transcript (GPFR-1840). After the records are archived,
they are removed from the Transaction History File.

Using the Administrative Functions Menu, complete the
following steps:

a. Select "05 ARCHIVE TRANSACTION HISTORY" and press
    [RETURN].

    You will be prompted to begin processing SIARCHTH.

b. If you want to begin processing, type **Y**. SIDPERS
    archives the records from the Transaction History
    File to a flat file and generates the Archive
    Transcript in batch mode. You will be returned to
    the Administrative Functions Menu, where you can
    select another option. The DPI will start a second
    run to extract the file to tape and print the
    Archive Transcript. Appendix B contains the layout
    of this report.

    If you do not want to begin processing, type **N**.
    Processing will be aborted and you will be returned
    to the Administrative Functions Menu.

c. To return to the Main Menu, select "98 RETURN" and
    press [RETURN]. To exit SIDPERS, select "99 EXIT"
    and press [RETURN].

NOTE: At the present time, there is no way to retrieve
       data when the Transaction History File is archived.
       Accordingly, archiving should not be accomplished
       until the End-of-Month processing is completed.

4.3.1.6 Archive Personnel Loss. When you select this
option, SIDPERS archives the records from the Personnel Loss
File to a flat file which will be saved to tape.

Using the Administrative Functions Menu, complete the following steps:

    a.   Select "06 ARCHIVE PERSONNEL LOSS" and press [RETURN].

        You will be prompted to begin processing SIARCHPL.

    b.   If you want to begin processing, type **Y**. SIDPERS archives the records from the Personnel Loss File to a flat file in batch mode. You will be returned to the Administrative Functions Menu, where you can select another option. The DPI will start a second run to extract the file to tape.

        If you do not want to begin processing, type **N**. Processing will be aborted and you will be returned to the Administrative Functions Menu.

    c.   To return to the Main Menu, select "98 RETURN" and press [RETURN]. To exit SIDPERS, select "99 EXIT" and press [RETURN].

4.3.2 <u>Reports</u>. To select this processing area from the Main Menu, highlight "02 REPORTS" using [↑] (UP ARROW) or [↓] (DOWN ARROW) and press [RETURN]. You can also select this option by typing **2** and pressing [RETURN].

Only Level 1 users have access to this menu. If you are not authorized to use this menu, the error message "SELECTION DENIED" will be displayed. If you are authorized, the Reports Menu 1 (Figure 4.3-6) will be displayed.

To generate a report that appears on this menu, use [↓] (DOWN ARROW) or [↑] (UP ARROW) to highlight the report and press [RETURN]. You can also enter the number of the report (without a leading zero) and press [RETURN].

```
    MM/DD/YY                     S I D P E R S - A R N G
                                  REPORTS   MENU   1


      01    GPFD-0080    ADVISORY MESSAGES
      02    GPFD-1770    BONUS TERMINATION REPORT
      03    GPFM-1670    NCO EVALUATION REPORT (DA FORM 2166-7)
      04    GPFM-1680    NCO EVALUATION REPORT CHECK SHEET
      05    GPFM-1650    SOLDIERS REPORTED NOT DUTY POSITION QUALIFIED
      06    GPFQ-1620    ENLISTED SUSPENSE LISTING - MASTER
      07    GPFD-0430    INTERFACE TRANSACTION REGISTER TO HOL
      08    GPFD-0440    INTERFACE TRANSACTION REGISTER TO MILITARY PAY BRANCH
      09    GPFM-1720    JUMPS BASE FILE LIST
      10    GPFM-1210    MONTHLY PERSONNEL TRANSACTION REGISTER BY UNIT
      11    GPFQ-1240    OFFICER/WARRANT OFFICER SUSPENSE LISTING - MASTER
      12    REPORTS   MENU   2
      98    RETURN
      99    EXIT


                       PLEASE ENTER SELECTION:
```

Figure 4.3-6.   Reports Menu 1

If the report you want to generate does not appear on this
screen, select "12 REPORTS MENU 2" and press [RETURN].   The
Reports Menu 2 (Figure 4.3-7) will be displayed.
When you select a report, you will be prompted to enter a
valid 'as of' date. After you enter the date in YYMMDD
format, you will either be prompted for additional
information as described below or prompted to begin
processing. If you do not want to run the report, type **N**
and press [RETURN]. If you want to run the report, type **Y**
and press [RETURN]. The message "Report sinnnn being
generated" and the prompt "Press <RETURN> key to continue"
will be displayed. (sinnnn stands for the number of the
report program.) After you press [RETURN], Reports Menu 1
or Reports Menu 2 is redisplayed.

```
   MM/DD/YY                 S I D P E R S - A R N G
                            REPORTS   MENU   2


   13   GPFR-1790    PERSONNEL QUALIFICATION RECORD
   14   GPFD-0880    PERSONNEL TRANSACTION REGISTER BY UNIT
   15   GPFM-1710    UNIT MANNING REPORT
   16   GPFM-1420    UNIT RECORD OF RESERVE TRAINING (DA FORM 1379)
   17   GPFM-1460    UNRESOLVED ERROR REPORT BY UNIT
   18   GPFD-1820    UPDATE ERROR REPORT
   19   RUN DAILY REPORTS
   20   RUN DAILY AND MONTHLY REPORTS
   21   RUN DAILY, MONTHLY AND QUARTERLY REPORTS
   98   RETURN
   99   EXIT




                    PLEASE ENTER SELECTION:
```

Figure 4.3-7. Reports Menu 2

NOTE: Before selecting "08 GPFD-0440 INTERFACE
        TRANSACTION REGISTER TO MILITARY PAY BRANCH",
        contact the DPI to make sure that no user or
        process is using the JUMPS Table (Pers_Jumps_Tbl).

When you select this option from the Reports Menu, SIDPERS
extracts information from the JUMPS Table and reformats it
to an MPB interface file. After the file is created, the
JUMPS Table date will be erased. The DPI will generate this
file to tape.

You will need to enter additional information for generation
of the following reports.

4.3.2.1 Advisory Messages (GPFD-0080). After you enter the
'as of' date, you will be prompted to clear the Advisory
Messages File. If you do not want to delete the Advisory
Messages File, type n and press [RETURN]. If you want to
delete the Advisory Messages File, type Y and press
[RETURN].

4.3.2.2 <u>Interface Transaction Register to Headquarters</u>
<u>Operating Level (GPFD-0430) and the Personnel Transaction</u>
<u>Register by Unit (GPFD-0880)</u>. After you enter the 'as of'
date, you should:

    a. Enter a valid Beginning Date in YYMMDD format and
        press [RETURN].

    b. Enter a valid Ending Date in YYMMDD format and
        press [RETURN].

4.3.2.3 <u>Personnel Qualification Record (GPFR-1790)</u>. When
you select this report from Reports Menu 2, the GPFR-1790
Report Menu (Figure 4.3-8) is displayed.

```
YY/MM/DD              SIDPERS-ARNG OUTPUT PRODUCTS
                         GPFR-1790 REPORT MENU


    01    GPFR-1790    PERSONNEL QUALIFICATION RECORD BY SSN
    02    GPFR-1790    PERSONNEL QUALIFICATION RECORD BY UPC
    03    GPFR-1790    PERSONNEL QUALIFICATION RECORD BY PR_NBR
    04    GPFR-1790    PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE
    98    RETURN
    99    EXIT



                 PLEASE ENTER SELECTION: __
```

Figure 4.3-8 GPFR-1790 Report Menu

To generate a report that appears on the GPFR-1790 Report
Menu, use [↑] (UP ARROW) or [↓] (DOWN ARROW) to highlight
the report card and press [RETURN]. You can also enter the
number of the report (without a leading zero) and press
[RETURN].

The parameter screen for the report selected will be
displayed as described below.

NOTE: To return to the SIDPERS-ARNG Report, enter **98** and
        press [RETURN].

4.3.2.3.1 Personnel Qualification Record by Social Security Number (GPFR-1790). When you gain access to this report from the GPFR-1790 Report Menu, the Personnel Qualification Record by SSN Screen (Figure 4.3-9) is displayed.

```
YY/MM/DD              SIDPERS-ARNG OUTPUT PRODUCTS
                          PARAMETER SCREEN

GPFR-1790   PERSONNEL QUALIFICATION RECORD BY SSN

ENTER REPORT AS OF DATE (YYMMDD): _____

ENTER UP TO 15 SSN'S:

  SSN:




                    Begin processing report (Y/N)?  __
```

Figure 4.3-9 Personnel Qualification Record by SSN Screen

   a. After "ENTER REPORT AS OF DATE" enter the report
       date desired in YYMMDD format.

       The cursor automatically moves to the next field
       after the last character is typed.

   b. After "SSN", you may enter up to 15 SSN's to be
       included in this report. When you have typed the
       last SSN required, press [RETURN], or when you have
       typed the 15th SSN, the cursor will move to the
       "Begin processing report (Y/N)?" line.

   c. Type **Y** to begin generating the report or **N** if you
       do not want to generate the report and press
       [RETURN].

       The SIDPERS-ARNG Output Products Parameter Screen
       will be redisplayed. All fields on the screen will
       be blank. The message, "Report si1790 being
       generated", will be shown at the bottom of the
       screen if a report is requested.

   d. To return to the GPFR-1790 Report Menu, press
       [Exit/Cancel].

4.3.2.3.2 Personnel Qualification Record by Unit Processing
Code (GPFR-1790). When you gain access to this report from
the GPFR-1790 Report Menu, the Personnel Qualification
Record by UPC Screen (Figure 4.3-10) is displayed.

```
YY/MM/DD              SIDPERS-ARNG OUTPUT PRODUCTS
                           PARAMETER SCREEN

GPFR-1790   PERSONNEL QUALIFICATION RECORD BY UPC

  ENTER REPORT AS OF DATE (YYMMDD): _____

  ENTER UP TO 20 UNIT PROCESSING CODES (UPC):






                    Begin processing report (Y/N)?  __
```

Figure 4.3-10 Personnel Qualification Record by UPC Screen

   a. After "ENTER REPORT AS OF DATE" enter the report
       date desired in YYMMDD format.

       The cursor automatically moves to the next field
       after the last character is typed.

   b. If reports are required for specific units, enter
       the UPCs of these units. (You can enter up to 20
       UPCs.) When you have typed the last UPC required,
       press [RETURN], or when you have typed the 20th
       UPC, the cursor will move to the "Begin processing
       report (Y/N)?" line.

   c. Type **Y** to begin generating the report or **N** if you
       do not want to generate the report and press
       [RETURN].

       The SIDPERS-ARNG Output Products Parameter Screen
       will be redisplayed. All fields on the screen will
       be blank. The message, "Report si1790 being
       generated", will be shown at the bottom of the
       screen if a report is requested.

   d. To return to the GPFR-1790 Report Menu, press
       [Exit/Cancel].

4.3.2.3.3 Personnel Qualification Record by Payroll Number
(GPFR-1790). When you gain access to this report from the
GPFR-1790 Report Menu, the Personnel Qualification Record by
PR_NBR Screen (Figure 4.3-11) is displayed.

```
YY/MM/DD                SIDPERS-ARNG OUTPUT PRODUCTS
                            PARAMETER SCREEN


GPFR-1790   PERSONNEL QUALIFICATION RECORD BY PR_NNR

  ENTER REPORT AS OF DATE (YYMMDD):  _____

  ENTER UP TO 20 PAYROLL NUMBERS (PR_NBR):






                   Begin processing report (Y/N)?   __
```

Figure 4.3-11 Personnel Qualification Record by PR_NBR
               Screen

a. After "ENTER REPORT AS OF DATE" enter the report
    date desired in YYMMDD format.

    The cursor automatically moves to the next field
    after the last character is typed.

b. You may enter up to 20 Payroll Numbers to be
    included in this report. When you have typed the
    last Payroll Number required, press [RETURN], or
    when you have typed the 20th number, the cursor
    will move to the "Begin processing report (Y/N)?"
    line.

c. Type **Y** to begin generating the report or **N** if you
    do not want to generate the report and press
    [RETURN].

    The SIDPERS-ARNG Output Products Parameter Screen
    will be redisplayed. All fields on the screen will
    be blank. The message, "Report si1790 being
    generated", will be shown at the bottom of the
    screen if a report is requested.

d. To return to the GPFR-1790 Report Menu, press
    [Exit/Cancel].

4.3.2.3.4 Personnel Qualification Record by Report Sequence
Code (GPFR-1790). When you gain access to this report from
the GPFR-1790 Report Menu, the Personnel Qualification
Record by RPT_SEQ_CODE Screen (Figure 4.3-12) is displayed.

```
YY/MM/DD                 SIDPERS-ARNG OUTPUT PRODUCTS
                               PARAMETER SCREEN

GPFR-1790   PERSONNEL QUALIFICATION RECORD BY RPT_SEQ_CODE

  ENTER REPORT AS OF DATE (YYMMDD): _____

  ENTER UP TO 20 REPORT SEQUENCE CODES (RPT_SEQ_CODE):




                  Begin processing report (Y/N)?  __
```

Figure 4.3-12   Personnel Qualification Record by Report

   a. After "ENTER REPORT AS OF DATE" enter the report
       date desired in YYMMDD format.

       The cursor automatically moves to the next field
       after the last character is typed.

   b. You may enter up to 20 Report Sequence Codes to be
       included in this report. When you have typed the
       last Report Sequence Code required, press [RETURN],
       or when you have typed the 20th item, the cursor
       will move to the "Begin processing report (Y/N)?"
       line.

   c. Type **Y** to begin generating the report or **N** if you
       do not want to generate the report and press
       [RETURN].

       The SIDPERS-ARNG Output Products Parameter Screen
       will be redisplayed. All fields on the screen will
       be blank. The message, "Report si1790 being
       generated", will be shown at the bottom of the
       screen if a report is requested.

   d. To return to the GPFR-1790 Report Menu, press
       [Exit/Cancel].

4.3.2.4 <u>Unit Manning Report (GPFM-1710)</u>. When you select
this report from Reports Menu 2, the Unit Manning Report
Parameter Screen (Figure 4.3-13) will be displayed.

```
+------------------------------------------------------------------------+
|                                                                        |
|                      SIDPERS-ARNG OUTPUT PRODUCTS                       |
|                           PARAMETER SCREEN                              |
|                                                                        |
|                                                                        |
|     GPFM-1710   -   UNIT MANNING REPORT                                 |
|                                                                        |
|                                                                        |
|                                                                        |
|     PLEASE ENTER THE FOLLOWING:                                        |
|                                                                        |
|       REPORT AS OF DATE (YYMMDD)   =========================>          |
|                                                                        |
|     PLEASE ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC) ELSE LEAVE|
|     BLANK FOR ALL UPC:                                                  |
|                                                                        |
|                                                                        |
|                                                                        |
|                              Begin processing sil170 (Y/N)?_           |
|                                                                        |
+------------------------------------------------------------------------+
```

Figure 4.3-13. Unit Manning Report Parameter Screen

You should enter the following:

a. After "REPORT AS OF DATE", enter the 'as of' date
    for the report, in YYMMDD format. The cursor
    automatically moves to the next field after the
    last character is typed.

b. If specific unit reports are required, enter UPCs
    of these units. (You can enter up to 20 UPCs.)
    When you have typed the last UPC, press [RETURN].
    If all units are required, press [RETURN] without
    entering any UPCs.

    The cursor will move to the "Begin processing
    sil710 (Y/N)?" line.

c. Type **Y** to begin generating the report or **N** if you
    do not want to generate the report.

    When you type **Y**, the message, "Press RETURN to
    return to SQL*Forms", will be displayed. When you
    press [RETURN], the SIDPERS-ARNG Output Products
    Parameter Screen will be redisplayed.

When·you type **N**, the cursor returns to the "REPORT
AS OF DATE" field.

d. To return to Reports Menu 2, press [Exit/Cancel].

4.3.2.5 Unit Record of Reserve Training (DA Form 1379)
(GPFM-1420). When you select this report from Reports Menu
2, the Unit Record of Reserve Training (DA Form 1379)
Parameter Screen (Figure 4.3-14) will be displayed.

```
                    SIDPERS-ARNG OUTPUT PRODUCTS
                         PARAMETER SCREEN


   GPFM-1420   -   UNIT RECORD OF RESERVE TRAINING (DA FORM 1379)



   PLEASE ENTER THE FOLLOWING:  DRILL DATE (YYMM)    ====>
     AT BEGINNING DATE (YYMMDD)  =======================>
     AT ENDING DATE (YYMMDD)  ==========================>
         FOR SSN SORT, ENTER 'S', FOR ALPHA SORT ENTER 'A' =======>
   PLEASE ENTER UP TO TWENTY (20) UNIT PROCESSING CODES (UPC) ELSE LEAVE
   BLANK FOR ALL UPC:




                                 Begin processing si1420 (Y/N) _
```

Figure 4.3-14. Unit Record of Reserve Training (DA Form
1379) Parameter Screen

You should enter the following:

a. After "DRILL DATE", enter the Drill Date in YYMM
    format. This is for the month of the drill.

    The cursor automatically moves to the next field
    after the last character is typed.

b. After "AT BEGINNING DATE", enter the Beginning Date
    in YYMMDD format.

    The cursor automatically moves to the next field
    after the last character is typed.

c. After "AT ENDING DATE", enter the Ending Date in
    YYMMDD format.

The cursor automatically moves to the next field after the last character is typed.

d. If you want to arrange information within the UPCs in order by SSN, type **S** and press [RETURN].
If you want to arrange information within the UPCS in alphabetical order, type **A** and press [RETURN].

The cursor automatically moves to the next field after the last character is typed.

e. If specific unit reports are required, enter UPCs of those units. (You can enter up to 20 UPCs.) When you have typed the last UPC, press [RETURN]. If all units are required, press [RETURN] without entering any UPCs.

The cursor will move to the "Begin processing sil420 (y/n)" line.

f. Type **Y** to begin generating the report or **N** if you do not want to generate the report.

When you type **Y**, the message, "Press RETURN to return to SQL*Forms", will be displayed. When you press [RETURN], the SIDPERS-ARNG Output Products Parameter Screen will be redisplayed.

When you type **N**, the cursor returns to the "DRILL DATE" field.

g. To return to Reports Menu 2, press [Exit/Cancel].

4.3.2.6 Daily, Monthly, and Quarterly Reports. If you want
to generate all daily reports at the same time (i.e., all
reports that contain a "D" in the Product Control Numbers
(PCNs)), select "19 RUN DAILY REPORTS" and press [RETURN].

If you want to generate all daily and monthly reports (i.e.,
all reports that contain a "D" or "M" in the PCN, except
GPFM-1420 and GPFM-1710), select "20 RUN DAILY AND MONTHLY
REPORTS" and press [RETURN].

To generate all daily, monthly, and quarterly reports (i.e.,
all reports except those with "R" in the PCN, and GPFM-1420
and GPFM-1710), select "21 RUN DAILY, MONTHLY AND QUARTERLY
REPORTS" and press [RETURN].

After you have selected any of these options, the prompts
shown in 4.3.2.1 and 4.3.2.2 will be displayed. When you
have entered the required information, you will be prompted
to begin processing the reports. Type **Y** to begin processing
or **N** if you do not want to generate the reports.

If you want to generate the Archive Transcript, the AUTODIN
Transmittal Report, the Organization Personnel Strength Data
(J-Card), or the Error Purge Report, you need to use the
Administrative Functions Menu. For information about
generating these reports, see paragraphs 4.3.1.5, 4.3.1.3.1,
4.3.1.3.3, and 4.3.1.4.

4.3.2.7 Printing Reports. To print any of the reports you
generated, you will have to contact the DPI. Appendix B
contains the report formats and descriptions.

To return to Reports Menu 1 from Reports Menu 2, select "98
RETURN" and press [RETURN]. To return to the Main Menu from
Reports Menu 1, select "98 RETURN" and press [RETURN].
Selecting "99 EXIT" and pressing [RETURN] from either menu
will cause you to exit SIDPERS.

4.3.3 Personnel Actions. To select this processing area
from the Main Menu, highlight "03 PERSONNEL ACTIONS" using
[↑] (UP ARROW) or [↓] (DOWN ARROW) and press [RETURN]. You
can also select this option by typing **3** and pressing
[RETURN]. The Personnel Actions Screen (Figure 4.3-15) will
be displayed.

S I D P E R S - A R N G	
MNEMONIC: LAST NAME (FIRST FIVE): ORIGINATOR CODE:	DOCUMENT NUMBER: SOCIAL SECURITY NUMBER: - - DATE:

Figure 4.3-15. Personnel Actions Screen

Using the Personnel Actions Screen, complete the following
steps:

    a. In the "MNEMONIC" field, enter the mnemonic of the
        transaction you want to use.

        The following is a list of the mnemonics you can
        use:

Mnemonic	Transaction
ADMA	Administrative Addition
ADRI	Address Mailing - Individual
AFTS	Armed Forces Qualification Test Percentile Score
ALCD	Assignment/Loss Reason and Date
APFT	Army Physical Fitness Test
ATCH	Attached
AVDA	Aviation Data
AWC	Appointment Waiver Condition
BSWC	Benefit Status Waiver Code

Mnemonic	Transaction
CEDL	Civilian Education Level
CITZ	Citizenship Status, U.S. Origin
CIVO	Civilian Occupation
COCD	Current Organization Identification
CPSD	Current Procurement and Date
CREL	Conditional Release
CWSD	Commissioned/Warrant Officer Service Date
DECD	Deceased
DERC	Date of Initial Entry into a Reserve Component
DOB	Date of Birth
DOR	Date of Rank - Reserve
DPOS	Duty Position
DSCH	Discharge
EADT	Enter Active Duty Training
EERF	Evaluation Report
EGD	Ethnic Group
ENOP	Enlistment Option Period
ERBR	Enlistment/Reenlistment Bonus - Reserve
ERRO	Expiration Ready Reserve Obligation Date
ESMO	Expiration Statutory Military Obligation Date
EWCD	Enlistment Waiver Condition
EXDA	Expiration Date of Attachment
EXT	Extension
FRG	Federal Recognition Identification
GRCD	Grade Abbreviation and Code
GRCH	Grade Change
GRWV	Grade Change Waiver
IADT	Initial Active Duty Training
IPAY	Incentive Pay
IPCD	Initial Procurement and Date
LANG	Language Identity
LDP	Local Data - Personnel
LDPA	Local Data - Personnel
MARS	Marital Status
MGIB	Montgomery G.I. Bill
MILE	Military Education Enrolled
MISC	Miscellaneous
MLED	Military Education Completed
MOS	Military Occupational Specialty Designator
MPBR	Mandatory Promotion Board Results
MRD	Mandatory Removal Reason and Date
NAME	Name of Individual
NPSG	Non-Prior Service Gain
PADR	Privacy Act Disputed Record
PCC	Promotion Consideration Code

Mnemonic	Transaction
PEBD	Pay Entry Basic Date
PHYS	Physical Examination
PPAY	Proficiency Pay
PPED	Projected Promotion Eligibility Date
PRSC	Previous Record Status and Date
PSG	Prior Service Gain
QSRC	Qualitative/Selective Retention Identifier and Date
RACE	Race/Population Group
RADT	Release from Active Duty Training
RELG	Religious Denomination
RENL	Reenlistment
RING	Return from Inactive National Guard
ROTC	Reserve Officer Training Corps
RTWV	Retention Waiver
RYE	Retirement Year Ending Date
SBP	Survivor Benefit Plan Election
SCYC	Security Clearance
SEP	Separation
SEX	Sex of Individual
SGLI	Servicemen's Group Life Insurance Election
SPAY	Special Pay
SRCW	Source Commission/Warrant
SSI	Specialty Skill Identifier
SSN	Social Security Number, Service Member
TAX	Tax Information - Individual
TING	Transfer to Inactive National Guard
TOER	Term of Enlistment - Reserve
TRF	Transfer Within State
TYCS	Twenty Year Certificate Status

After entering the mnemonic, the cursor will move to the next field.

b. In the "DOCUMENT NUMBER" field, enter the document number of the source document you are using. If there is no document number, press [RETURN].

c. In the "LAST NAME" field, enter the first five characters of the service member's last name. If the service member's last name is less than five characters, press [RETURN] after the last character. If the service member's last name is five or more characters, the cursor automatically moves to the next field.

d. In the "SOCIAL SECURITY NUMBER" field, enter the service member's Social Security Number.

SIDPERS verifies that the SSN and last name are valid. If they are valid, the cursor moves to the next field. Otherwise, you will be prompted to enter a valid SSN or last name.

e. In the "ORIGINATOR CODE" field, enter the Originator Code from the source document. You can use up to three characters.

If you use an Originator Code of less than three characters, press [RETURN] after the last character. If you use a three-character Originator Code, the cursor automatically moves to the next field.

f. In the "DATE" field, enter the effective date of the personnel action in a YYMMDD format. Do not enter a date that is in the future. If you enter a date that is in the future, you will be prompted to enter another date.

g. Press [Commit Transaction].

When the information has been processed, you will be prompted to press any function key to confirm the transaction. Press [RETURN].

The action data portion of the transaction screen appears. The top portion of the screen contains the control data (e.g., "MNEMONIC", "LAST NAME", and "DATE") you entered from the Personnel Actions Screen.

You will need to fill in the bottom portion of the screen. Appendix C, Personnel Actions Screens and Procedures, contains the transaction screens and procedures for using these screens.

h. To exit a transaction screen without saving your changes, press [Exit/Cancel]. You will be returned to the Personnel Actions Screen.

To exit a transaction screen and save your changes, press [Commit Transaction]. SIDPERS updates the database. You will be prompted to press any key to continue. After you press a key, you will be returned to the Personnel Actions Screen. The message "Transaction Completed -- nn records processed" will be displayed.

i. If you want to process other transactions, repeat
    steps 'a' through 'h'. If you do not want to
    process other transactions, press [Exit/Cancel] to
    return to the Main Menu.

4.3.4 Queries. To select this processing area from the
Main Menu, highlight "04 QUERIES" using [↑] (UP ARROW) or
[↓] (DOWN ARROW) and press [RETURN]. You can also select
this option by typing **4** and pressing [RETURN]. The Queries
Menu (Figure 4.3-16) will be displayed.

```
   MM/DD/YY                S I D P E R S - A R N G
                              QUERIES MENU


               01    QUERY BY SSN
               02    AD HOC QUERY
               03    PRINT OUTPUT OF AD HOC QUERY
               98    RETURN
               99    EXIT




               PLEASE ENTER SELECTION:
```

Figure 4.3-16. Queries Menu

From this menu, you can do the following:

   a. Query the personnel data for a record using a
       service member's SSN.

   b. Query the database using SQL.

   c. Print the results of the *ad hoc* query.

The following paragraphs describe options available with the
Queries Menu.

4.3.4.1 Query by SSN. To query personnel data for a record
using a service member's SSN, complete the following steps:

   a. Select "01 QUERY BY SSN" from the Queries Menu and
       press [RETURN].

       SSN Query Screen 1 will be displayed. (Appendix D,
       Queries Screen Formats and Descriptions, contains
       the Queries screens formats and descriptions of the
       fields on each screen.)

b. After "Please enter SSN-SM:", enter the service
    member's nine-digit SSN and press [RETURN].

    Query Screen 1 will be redisplayed with all of the
    fields filled in.

c. Press [Next Block] to view information on the next
    screen or [Previous Block] to view information on a
    previous screen. You can also view screens by
    typing the number of the screen you want to see and
    pressing [RETURN].

    If you entered an enlisted person's SSN, SIDPERS
    will display Query Screens 1 through 8. If you
    entered a warrant officer's SSN, SIDPERS will
    display Query Screens 1 through 6 and Query Screen
    9. If you entered an officer's SSN, SIDPERS will
    display Query Screens 1 through 6 and Query Screen
    10.

d. To query the personnel data record for another
    service member, press [Previous Block] or [Next
    Block] to display SSN Query Screen 1.

e. Press [Clear Form] to clear the screen.

    NOTE: It is important to clear form prior to
           proceeding to the next query. This ensures
           that all data are correctly retrieved.

f. Enter the next service member's SSN and press
    [RETURN].

g. Repeat step c to view additional information.

h. To exit the SSN Query Screens and return to the
    Queries Menu, press [Exit/Cancel].

4.3.4.2 Ad Hoc Query. To query the database using SQL,
complete the following steps:

a. Select "02 AD HOC QUERY" from the Queries Menu and
    press [RETURN].

    An ORACLE-provided screen will be displayed.

b. Enter the desired SQL statements.

    The results of the *ad hoc* query will be displayed.
    For detailed information about SQL, see the U

Series ORACLE 6.0 SQL*Plus User's Guide and
Reference.

c. If you want to print the results of the *ad hoc*
query, save the results to a file. See paragraph
4.3.4.3 for information about printing the results
of an *ad hoc* query.

d. To return to the Queries Menu, type **exit** and press
[RETURN] or press <Ctrl>[D].

4.3.4.3 Print Output of Ad Hoc Query. To print the results
of the *ad hoc* query, complete the following steps:

a. Select "03 PRINT OUTPUT OF AD HOC QUERY" and press
[RETURN].

You will be prompted for the name of the file that
was previously saved.

b. Enter the name of the file you saved the *ad hoc*
query results in and press [RETURN].

SIDPERS prints the file. You will be returned to
the Queries Menu, where you can select another
option.

4.3.5 Organizational Processing. To select this processing
area from the Main Menu, highlight "05 ORGANIZATIONAL
PROCESSING" using [↑] (UP ARROW) or [↓] (DOWN ARROW) and
press [RETURN]. You can also select this option by typing 5
and pressing [RETURN].

When you select this option from the Main Menu, the
Organizational Processing Menu (Figure 4.3-17) will be
displayed.

```
     MM/DD/YY                    S I D P E R S - A R N G
                              ORGANIZATIONAL PROCESSING MENU


            01    AUTHORIZED STRENGTH SINGLE TRANSACTION
            02    AUTHORIZED STRENGTH MASSIVE TRANSACTION
            03    AUTHORIZED STRENGTH MASSIVE EDIT
            04    AUTHORIZED STRENGTH END OF DAY PROCESSING
            05    INTACT UNIT GAIN TRANSACTION
            06    INTACT UNIT LOSS TRANSACTION
            07    INTACT UNIT RETURN TRANSACTION
            98    RETURN
            99    EXIT


         PLEASE ENTER SELECTION:
```

Figure 4.3-17. Organizational Processing Menu

The following paragraphs describe the options that are
available from the Organizational Processing Menu.

4.3.5.1 Organizational Processing Screen. When you select
options 1, 5, 6, or 7 from the Organizational Processing
Menu and press [RETURN], the Organizational Processing
Screen (Figure 4.3-18) will be displayed.

S I D P E R S - A R N G	
MNEMONIC: DOCUMENT NUMBER: ORIGINATOR CODE:	TRANSACTION UNIT PROCESSING CODE: TRANSACTION DATE:

Figure 4.3-18. Organizational Processing Screen

a. In the "MNEMONIC" field, enter the mnemonic of the
   transaction you want to use and press [RETURN]. The
   following is a list of the mnemonics you can use.

   Mnemonic   Transaction

   ASTE   Authorized Strength
   OIUG   Intact Unit Gain
   OIUL   Intact Unit Loss
   OIUR   Intact Unit Return

b. In the "TRANSACTION UNIT PROCESSING CODE" field,
   enter the five-character Transaction Unit
   Processing Code from the source document you are
   using.

   The cursor automatically moves to the next field
   after the last character is typed.

c. In the "DOCUMENT NUMBER" field, enter the document
   number of the source document. If there is no
   document number, press [RETURN].

d. In the "ORIGINATOR CODE" field, enter the three-character Originator Code from the source document.

The cursor automatically moves to the next field after the last character is typed.

e. In the "TRANSACTION DATE" field, enter the date from the source document in a YYMMDD format. Do not enter a date that is in the future. If you enter a date that is in the future, you will be prompted to enter another date.

f. Press [Commit Transaction].

When the information has been processed, you will be prompted to press any key.

After you press a key, the transaction screen appears. The top portion of the screen contains the control data (e.g., "MNEMONIC", "DOCUMENT NUMBER", and "TRANSACTION DATE") you entered from the Organizational Processing Screen.

The following paragraphs describe the procedures for using the Authorized Strength (ASTE) Transaction Screen, the Intact Unit Gain (OIUG) Transaction Screen, the Intact Unit Loss (OIUL) Transaction Screen, and the Intact Unit Return (OIUR) Transaction Screen.

4.3.5.1.1 Authorized Strength (ASTE) Transaction Screen.
This screen allows you to add, change, or delete single line
entries on the SIDPERS Authorized Strength File (SASF). If
you need to add, change, or delete multiple line entries on
the SASF, see paragraph 4.3.5.2.

When you have performed the procedures in paragraph 4.3.5.1,
the Authorized Strength (ASTE) Transaction Screen (Figure
4.3-19) will be displayed.

S I D P E R S - A R N G		
MNEMONIC: DOCUMENT NUMBER: ORIGINATOR CODE:	TRANSACTION UNIT PROCESSING CODE: TRANSACTION DATE:	
STATE: AUTH-DOC-POSN-TITLE: AUTH-PARA-DSG: PARA-TITLE: AUTH-LINE-DSG: AUTH-STR: REQD-STR: GRADE: MOS: DOC-NBR: EFF-DATE: SCTY-CLNC-REQD: ASI-LIC: AUTH-BR: AUTH-PERS-IDENT: LOCAL DATA:		

Figure 4.3-19. Authorized Strength (ASTE) Transaction
                Screen

    a. The first field, "STATE", will contain the state
        designator. SIDPERS will fill in this information
        for you; you will not be able to enter information
        in this field.

        The cursor will be located in the
        "AUTH-DOC-POSN-TITLE" field. In the
        "AUTH-DOC-POSN-TITLE" field, enter the 22-character
        designation applied to the position on the
        authorization document (Modified Table of
        Organization and Equipment/Table of Distribution
        and Allowance (MTOE/TDA)).

        NOTE: To delete an entry from the Authorized
               Strength Record, complete all required fields

and type **delete** in the "AUTH-DOCPOSN-TITLE" field.

b. In the "AUTH-PARA-DSG" field, enter the specific positions by organizational grouping within paragraphs in an organizational document.

This is a required field; you must enter a four-digit code. This is the subdivision of a unit authorization document (MTOE/TDA).

c. In the "PARA-TITLE" field, enter the title of the MTOE/TDA paragraph or section. You can enter up to 22 alphanumeric characters.

d. In the "AUTH-LINE-DSG" field, enter the subdivision of a paragraph in a unit authorization document (MTOE/TDA).

This is a required field; you must enter a three-digit code.

e. In the "AUTH-STR" field, enter the total number of personnel authorized for a specific position on the authorization document. This entry can be up to six numbers and should be right-justified.

f. In the "REQD-STR" field, enter the total number of personnel required for a specific position on the authorization document (MTOE/TDA). This entry can be up to six characters and should be right-justified.

g. In the "GRADE" field, enter the grade specified for a position on the authorization document for an MTOE or TDA unit. You can enter up to two alphanumeric characters.

h. In the "MOS" field, enter the Military Occupational Specialty Code as specified for a position on the authorization document (MTOE/TDA). You can enter up to five alphanumeric characters.

i. In the "DOC-NBR" field, enter the 10-character, alphanumeric document number of the MTOE/TDA.

j. In the "EFF-DATE" field, enter the date on which the unit is implemented based on a new authorization document.

This is a required field; you must enter a six-character code in YYMMDD format.

k. In the "SCTY-CLNC-REQD" field, enter the one-character code for the minimum degree or level of security clearance required for a particular MOS.

l. In the "ASI-LIC" field, enter the four-character Additional Skill Identifier Language Code required by the authorization document.

m. In the "AUTH-BR" field, enter the two-character code for the branch of the Army specified on the authorization document (MTOE/TDA).

n. In the "AUTH-PERS-IDENT" field, enter the one-character code for the type of person designated for a position in a military organization's authorization document.

o. The use of the "LOCAL DATA" field will vary depending on SIB procedures. Enter the necessary information.

p. To exit a transaction screen without saving your changes, press [Exit/Cancel]. You will be returned to the Organizational Processing Screen.

To exit a transaction screen and save your changes, press [Commit Transaction]. SIDPERS updates the database. You will be prompted to press any key to continue. After you press a key, you will be returned to the Organizational Processing Screen. The message "Transaction Completed -- nn records processed" will be displayed.

q. If you want to process other transactions, repeat steps 'a' through 'f' of paragraph 4.3.5.1. If you do not want to process other transactions, press [Exit/Cancel] to return to the Organizational Processing Menu.

4.3.5.1.2 Intact Unit Gain (OIUG) Transaction Screen. You should use this transaction screen when there is a gain of a new unit or when a unit is returned intact from Federal service. When the Intact Unit Gain (OIUG) transaction is entered, it will generate a code "N" in the Organization Status Code (OESTS) on the Organization File if left blank for a unit gain.

However, if you use this transaction to correct or change information, you must enter the current OESTS as it exists on the database and the other data you want to correct or change. If OESTS is left blank, it will be automatically overwritten with an "N".

NOTE: Before using the Intact Unit Gain (OIUG) transaction, add the Originator Code for the new unit to the Originator Code File. See paragraph 4.3.1.2.2 for additional instructions.

When you have performed the procedures in paragraph 4.3.5.1, the Intact Unit Gain (OIUG) Transaction Screen (Figure 4.3-20) will be displayed.

S I D P E R S - A R N G	
MNEMONIC: DOCUMENT NUMBER: ORIGINATOR CODE:	TRANSACTION UNIT PROCESSING CODE: TRANSACTION DATE:

INPUT-STA-NBR: RPT-SEQ-CODE:		EDATE-IMPL:
STREET-ADDR:		ZIP-CODE:
UNAME:		EDATE-OESTS:
OAUTH: WOAUTH: OREQD: WOREQD:		EAUTH: EREQD:
PR-NBR: ADDR-CITY:		AREAX:
OESTS: PECOD:		TPSN:

Figure 4.3-20. Intact Unit Gain (OIUG) Transaction Screen

   a. In the "INPUT-STA-NBR" field, enter the three-digit JUMPS-RC station number from the source document.

   b. In the "RPT-SEQ-CODE" field, enter the four-character alphanumeric code from the source document.

       Position one indicates the division or group level, position two indicates the brigade level, position three indicates the battalion level, and position four indicates the company/troop/battery level.

c. In the "EDATE-IMPL" field, enter the date on which the unit implemented its last reorganization. The date must be numeric and be in YYMMDD format.

d. In the "STREET-ADDR" field, enter the street address of the organization. You can enter up to 29 alphanumeric characters.

e. In the "ZIP-CODE" field, enter the ZIP code of the organization. You can enter up to nine characters when applicable. Left-justify when the ZIP code has not been expanded to nine characters.

f. In the "UNAME" field, enter the official designation of the organization. You can enter up to 30 alphanumeric characters. You may also abbreviate the name to fit in the allotted space.

g. In the "EDATE-OESTS" field, enter the effective date of the OESTS. The date must be numeric and be in YYMMDD format.

    This date represents the Planned Activation/ Organization Date (PAOD) and Planned Inactivation/ Discontinuance Date (PIDD).

h. In the "OAUTH" field, enter the number of officers authorized to a unit. You can enter up to five digits; make sure the entry is right-justified.

i. In the "WOAUTH" field, enter the number of warrant officers authorized to a unit. You can enter up to five digits; make sure the entry is right-justified.

j. In the "EAUTH" field, enter the number of enlisted personnel authorized to a unit. You can enter up to five digits; make sure the entry is right-justified.

k. In the "OREQD" field, enter the number of officers required as indicated on the unit authorization document. You can enter up to five digits; make sure the entry is right-justified.

l. In the "WOREQD" field, enter the number of warrant officers required as indicated on the unit authorization document. You can enter up to five digits; make sure the entry is right-justified.

m. In the "EREQD" field, enter the number of enlisted personnel required as indicated on the unit authorization document. You can enter up to five digits; make sure the entry is right-justified.

n. In the "PR-NBR" field, enter the three-character Unit Payroll Number of the organization.

o. In the "ADDR-CITY" field, enter the name of the populated place where the unit is located. You can enter up to 17 characters.

p. In the "AREAX" field, enter the three-character code for the Army area and state or country location.

q. In the "OESTS" field, enter the one-character alphabetical code indicating the current status of an organization.

r. In the "PECOD" field, enter the six-character alphanumeric program element code for the unit being gained.

s. In the "TPSN" field, enter the seven-character alphanumeric code for the unit being gained.

t. To exit a transaction screen without saving your changes, press [Exit/Cancel]. You will be returned to the Organizational Processing Screen.

   To exit a transaction screen and save your changes, press [Commit Transaction]. SIDPERS updates the database. You will be prompted to press any key to continue. After you press a key, you will be returned to the Organizational Processing Screen. The message "Transaction Completed -- nn records processed" will be displayed.

u. If you want to process other transactions, repeat steps 'a' through 'f' of paragraph 4.3.5.1. If you do not want to process other transactions, press [Exit/Cancel] to return to the Organizational Processing Menu.

4.3.5.1.3 Intact Unit Loss (OIUL) Transaction Screen. You
should use this transaction screen when a unit is
reorganized, deactivated, or mobilized. When you have
performed the procedures in paragraph 4.3.5.1, the Intact
Unit Loss (OIUL) Transaction Screen (Figure 4.3-21) will be
displayed.

SIDPERS - ARNG	
MNEMONIC: DOCUMENT NUMBER: ORIGINATOR CODE:	TRANSACTION UNIT PROCESSING CODE: TRANSACTION DATE:
ORGANIZATION STATUS CODE: EFFECTIVE DATE OF OESTS: CURRENT UNIT PROCESSING CODE: LOCAL DATA PERSONNEL: 	

Figure 4.3-21.   Intact Unit Loss (OIUL) Transaction
Screen

a. In the "ORGANIZATION STATUS CODE" field, enter the
code for the current status of the organization
from the source document.

The "ORGANIZATION STATUS CODE" field is a required
field and only codes I, G, M, and X can be entered.
Code I will delete a unit from the SOF. Use it
only after all individuals have been removed from
the organization. Codes G and M will generate an
Enter Active Duty Training (EADT) update for each
member of the mobilized unit. Code X will generate
a Transfer Within State (TRF) for each member of
the reorganized unit.

NOTE: A Duty Position (DPOS) transaction must be
entered for each member of the reorganized
unit.

b. In the "EFFECTIVE DATE OF OESTS" field, enter the
effective date of the loss of a unit. This is a

required field. You must enter the date in YYMMDD
format.

c. In the "CURRENT UNIT PROCESSING CODE" field, enter
the code for an individual's unit of assignment.

This code is the UIC minus the 'W'. The letters
'I' and 'O' cannot be used. Use this field only
when the "ORGANIZATION STATUS CODE" field is 'X'.

d. In the "LOCAL DATA PERSONNEL" field, enter any
appropriate data required by NGB.

e. To exit a transaction screen without saving your
changes, press [Exit/Cancel]. You will be returned
to the Organizational Processing Screen.

To exit a transaction screen and save your changes,
press [Commit Transaction]. SIDPERS updates the
database. You will be prompted to press any key to
continue. After you press a key, you will be
returned to the Organizational Processing Screen.
The message "Transaction Completed -- nn records
processed" will be displayed.

f. If you want to process other transactions, repeat
steps 'a' through 'f' of paragraph 4.3.5.1. If you
do not want to process other transactions, press
[Exit/Cancel] to return to the Organizational
Processing Menu.

4.3.5.1.4 Intact Unit Return (OIUR) Transaction Screen.
You should use this transaction screen to demobilize a unit.
Before you can use this transaction screen, you must
complete a Duty Position (DPOS) transaction for individuals
who are not returning with their units.

For information about the Duty Position (DPOS) transaction,
see paragraph 4.3.3 and Appendix C.

When you have performed the procedures for the Duty Position
(DPOS) transaction and the procedures listed in paragraph
4.3.5.1, the Intact Unit Return (OIUR) Transaction Screen
(Figure 4.3-22).

S I D P E R S - A R N G	
MNEMONIC: DOCUMENT NUMBER: ORIGINATOR CODE:	TRANSACTION UNIT PROCESSING CODE: TRANSACTION DATE:
DATE_END_DUTY_DEERS_ELIG: HAVE ALL NECESSARY DPOS TRANSACTIONS BEEN PROCESSED? (Y/N):	

Figure 4.3-22.   Intact Unit Return (OIUR) Transaction Screen

    a. In the "DATE END DUTY DEERS ELIG" field, enter the date that is one day before the effective date of the unit return and press [RETURN]. For example, if the effective date of the unit return is 29 September 1991, you would enter 910928.

        You will be prompted to ensure you have processed all necessary Duty Position (DPOS) transactions prior to executing the Intact Unit Return (OIUR) transaction.

    b. If you have processed all necessary Duty Position (DPOS) transactions, type **Y** and press [Commit Transaction]. The Intact Unit Return (OIUR) transaction will generate Return from Active Duty Training (RADT) transactions for all returning members, and convert their ACT-STAT-PROG from 'Z' to 'Y' and their TNG-PAY-RET-CAT from 'Y' to 'A'.

        You will be prompted to press any key to continue. After you press a key, you will be returned to the Organizational Processing Screen. The message "Transaction Completed -- nn records processed" will be displayed.

        If you have **not** processed all necessary Duty Position (DPOS) transactions, type **N** and press

[Commit Transaction]. You will be returned to the Organizational Processing Screen. For information about processing the Duty Position (DPOS) transaction, see paragraph 4.3.3 and Appendix C.

    c. If you want to process other transactions, repeat steps 'a' through 'f' of paragraph 4.3.5.1. If you do not want to process other transactions, press [Exit/Cancel] to return to the Organizational Processing Menu.

If an individual does not return with his or her unit, but returns at a later date, then you should complete a Return from Active Duty Training (RADT) transaction. For soldiers who were AGR Title 32 prior to mobilization, an Enter Active Duty Training (EADT) transaction should be used to revert to the original data.

4.3.5.2 Massive Authorized Strength File Editor - Operating Instructions. This program consists of three phases which allow you to perform efficient and timely additions, changes, and deletions to the SASF. The three phases of the program are as follows:

    a. Authorized Strength Massive Selection. During this phase you can:

        (1) Create a new unit of up to 475 paragraph and line entries using an existing unit's positions. To create the new unit, use the "New UPC" option and copy an entire unit to a Work Batch, modifying only the necessary fields. Using the REPLACE COLUMN (RC) option, you can easily change a unit's Effective Date and Document Number.

        (2) Select and transfer several or many paragraph and line numbers to a Work Batch for an existing unit based on specific queries, e.g., all First Sergeants or only the 16S30s. When you have transferred the paragraph or line numbers, you can modify them as needed, using the REPLACE ALL (RALL) option, throughout the entire SASF.

    b. Authorized Strength Massive Edit. During this phase, you can add, change, delete, or remove from a Work Batch any paragraph and line entry in the SASF, using the proper single character operation codes and keys.

   c. <u>Authorized Strength End of Day Processing</u>. During
      this phase, you can update the SASF using released
      Work Batches.

CAUTION: The Massive Authorized Strength File Editor is a
           very powerful program and all changes should be
           well planned, reviewed, and executed before End of
           Day Processing is initiated, transactions are
           generated, and the database is updated.

Your keyboard may vary depending on the type of PC and
communications package you have. Tables 3.1-1 through 3.1-3
list ORACLE functions for terminals that are connected
directly to the Unisys 5000-series computer, and for
terminals that are connected through Procomm or Enable.
Most procedures for this editor list the ORACLE function and
related terminal keys.

The following paragraphs contain instructions which are
provided to assist you in using the Massive Authorized
Strength File Editor.

<u>4.3.5.2.1 Authorized Strength Massive Selection</u>. This
option allows you to construct a Work Batch that contains
the records of the paragraph and line entries you want to
add, change, or delete in the SASF. You cannot actually
add, change, or delete records from this screen; you are
only creating the Work Batch. For information about using a
Work Batch to add, change, or delete records from the SASF,
see paragraph 4.3.5.2.2.

When a record is selected for a Work Batch, the SASF is
marked as being a part of a Massive ASTE Work Batch. This
prevents other users from updating the same record with
multiple batches.

NOTE: If you use the "New UPC" option, the SASF will not
        be marked as being selected for a Work Batch.

Paragraph 4.3.5.2.1.1 contains instructions for creating a
new unit with the "New UPC" option. Paragraph 4.3.5.2.1.2
contains instructions for creating a Work Batch for an
existing unit.

<u>4.3.5.2.1.1 Creating or Redesignating a Unit</u>. You can
create a new unit by copying paragraph and line entries for
an existing unit from the SASF to the Work Batch and giving
the unit a new UPC. Before you can create a new unit or
UPC, you must assign an Originator Code to the unit, and you
must perform an Intact Unit Gain (OIUG) transaction. If you
do not assign an Originator Code and perform the Intact Unit

Gain (OIUG) transaction, you will not be able to pass edits
in the Edit phase of the session. For information about
assigning Originator Codes, see paragraph 4.3.1.2. For
information about using the Intact Unit Gain (OIUG)
transaction, see paragraph 4.3.5.1.2.

To create or redesignate a unit, complete the following
steps:

a. Select "02 AUTHORIZED STRENGTH MASSIVE SELECTION"
from the Organizational Processing Menu and press
[RETURN]. (See Figure 4.3-17.)

The Authorized Strength Massive Selection Screen
(Figure 4.3-23) will be displayed.

S I D P E R S - A R N G

Work Batch	New UPC		Quit	Save	Select all

OP	UPC	Para	Line	Doc Nbr	E Date	GR	POSC	ASI/LIC	Paragraph Title
				Auth Br		Scty		API	Local Data
				Auth Br		Scty		API	Local Data
				Auth Br		Scty		API	Local Data
				Auth Br		Scty		API	Local Data
				Auth Br		Scty		API	Local Data

Figure 4.3-23. Authorized Strength Massive Selection Screen

b. Enter the Work Batch designator in the "Work Batch"
field. The Work Batch designator can be one or two
characters and alphanumeric, e.g., AA, AI, IA, or
11. Press [TAB] or [RETURN].

NOTE: You must enter the **Work Batch** designator
before you select **any** record and create a
Work Batch.

If you have already created a batch, the message
"WARNING: THIS BATCH ALREADY EXISTS" will be
displayed. You may still use the same Work Batch

designator; however, any work you transfer to the batch will be appended in UPC/PARA/LINE sequence to the batch that already exists.

c. In the "New UPC" field, enter the UPC of the unit you want to create and press [TAB] or [RETURN].

If you want to change the Work Batch designator or New UPC, complete the following steps:

(1) Press [Exit/Cancel] to enter the top of the screen and change the Work Batch designator or new UPC.

To use [Exit/Cancel]:

(a) Press [PF4] if you are using a Unisys or Sperry terminal.

(b) Press [END] if your terminal is connected through Procomm or Enable.

(2) Press [TAB] or [RETURN] and you will be returned to the top of the Authorized Strength Massive Selection Screen.

d. To select a UPC, press [Enter Query].

The message "Enter a query, then press QUERY key to execute it" will be displayed.

To use [Enter Query]:

(1) Press [SELECT] if you are using a Unisys or Sperry terminal.

(2) Press <SHIFT>[F5] if your terminal is connected through Procomm or Enable.

e. Use [Next Field] to move the cursor to the "UPC" field.

To use [Next Field]:

(1) Press [TAB] or [RETURN] if you are using a Unisys or Sperry terminal.

(2) Press [TAB] or [RETURN] if your terminal is connected through Procomm or Enable.

f. Enter the selection criteria, e.g., the UPC of the
    unit you wish to copy, then press [Execute Query].

    To use [Execute Query]:

    (1) Press [FIND] if you are using a Unisys or
         Sperry terminal.

    (2) Press [F5] if your terminal is connected
         through Procomm or Enable.

    The UPC you have selected will be displayed on the
    screen. SIDPERS retrieves all records meeting the
    selection criteria and displays them on the screen
    for that UPC. A pointer in the left margin
    indicates which record is the current record for
    operation.

g. To select the next set of records (or view the next
    page), press [Next Set of Records].

    To use [Next Set of Records]:

    (1) Press [F10] if you are using a Unisys or
         Sperry terminal.

    (2) Press <Ctrl>[N] if your terminal is connected
         through Procomm or Enable.

h. The following procedures describe how to transfer
    certain records or transfer all records that are
    displayed on the screen to the Work Batch. If you
    do not want to transfer any records, see either
    step 'i' or 'j'.

    (1) To transfer certain records to the Work Batch,
         complete the following steps:

         (a) Press [↓] (DOWN ARROW) or [↑] (UP ARROW)
              to move to a record, then type **T** in the
              "OP" field. ("OP" means Operation.)
              Continue this procedure until you have
              completed all your selections for this
              session.

         (b) Press [Previous Block] to enter the top
              block.

              To use [Previous Block]:

1. Press [Prev Screen] if you are using a Unisys or Sperry terminal.

2. Press <Ctrl>[PgUp] if your terminal is connected through Procomm.

3. Press [PgUp] if your terminal is connected through Enable.

The cursor will move to the top of the screen.

(c) Use [TAB] to move to the "Save" block. The message "Enter "C" to Save and Continue, or "E" to Save and Exit" will be displayed. Choose the correct function and press [RETURN] to execute your choice.

(d) If you entered "C" to save and continue, the data for each record on the screen with a "T" in the "OP" field will be transferred to the Work Batch.

Another message, "Transaction completed -- nn records processed", will be displayed. Then the screen automatically clears and you will be returned to the top of the Authorized Strength Massive Selection Screen.

(e) If you entered "E" to save and exit, the data for each record on the screen with a "T" in the "OP" field will be transferred to the Work Batch.

Another message, "Transaction completed -- nn records processed", will be displayed on the screen.

Press any function key to acknowledge the message. After you press a function key, you will be returned to the Organizational Processing Menu.

When you have finished constructing the Work Batch, complete the procedures in paragraph 4.3.5.2.2.

(2) To transfer all records displayed on the screen to the Work Batch, complete the following steps:

(a) Place the cursor at the top of the screen. If the cursor is not at the first record, only those records below the cursor will be copied.

CAUTION: Do not use the "Select all" option when you are creating a new unit using the "New UPC" option, unless you are sure you want to carry over every record. You may have problems deleting lines and excess positions peculiar to the unit you are copying, when you edit the Work Batch later.

(b) Press [Previous Block] to enter the top block.

To use [Previous Block]:

1. Press [Prev Screen] if you are using a Unisys or Sperry terminal.

2. Press <Ctrl>[PgUp] if your terminal is connected through Procomm.

3. Press [PgUp] if your terminal is connected through Enable.

The cursor will move to the top of the screen.

(c) Use [TAB] to move to the "Select all" block. The message, "Enter "C" to Select all and Continue, or "E" to Select all and Exit", will be displayed. Choose the correct function and press [RETURN] to execute your choice.

(d) If you entered "C" to select all and continue, the cursor moves to the top portion of the screen and scrolls through each record on the screen. A "T" will automatically be placed in front of each record you want to transfer, in the "OP" field.

Another message, "Transaction completed -- nn records processed", will be displayed on the screen. Then the screen

automatically clears and you will be
returned to the top of the Authorized
Strength Massive Selection Screen.

(e) If you entered "E" to select all and
exit, the cursor moves to the top portion
of the screen and scrolls through each
record on the screen. A "T" will
automatically be placed in front of each
record you want to transfer, in the "OP"
field.

Another message, "Transaction completed
-- nn records processed", will be
displayed on the screen.

Press any function key to acknowledge the
message. After you press a function key,
you will be returned to the
Organizational Processing Menu.

When you have finished constructing the
Work Batch, complete the procedures in
paragraph 4.3.5.2.2.

i. If you do not want to transfer any of the records
that are displayed to a Work Batch, you can reenter
a query. Repeat steps 'e' through 'g' to display
other records using different selection criteria,
at the first "OP" field on the Authorized Strength
Massive Selection Screen.

j. To quit without saving the Work Batch, complete the
following steps:

(1) Enter the top block by pressing [Previous
Block].

To use [Previous Block]:

(a) Press [Prev Screen] if you are using a
Unisys or Sperry terminal.

(b) Press <Ctrl>[PgUp] if your terminal is
connected through Procomm.

(c) Press [PgUp] if your terminal is
connected through Enable.

The cursor will move to the top of the
screen. Use [TAB] to move to the "QUIT"

block. The message, "Enter "C" to QUIT
and Continue, or "E" to QUIT and Exit",
will be displayed. Choose the correct
function and press [RETURN] to execute
your choice.

(2)   If you entered "C" to quit and continue, each
record on the screen with a "T" in the "OP"
field will be released and no longer
identified. All data can be used to create
another Work Batch.

Once you press [RETURN], the prompt, "Do you
want to commit the changes you have made?
(Y)", will be displayed. Always type **N** before
you press [RETURN]. (If you press [RETURN]
without typing **N**, your changes will be saved.)

The screen automatically clears and you will
be returned to the top of the Authorized
Strength Massive Selection Screen. The Work
Batch will be discarded and no changes will be
made to the SASF.

(3)   If you entered "E" to quit and exit, each
record on the screen with a "T" in the "OP"
field will be released and no longer
identified. All data can be used to create
another Work Batch.

The screen automatically clears and you will
be returned to the top of the Organizational
Processing Menu.

4.3.5.2.1.2 Selecting and Transferring Records to a Work
Batch for an Existing Unit. To construct and transfer a
Work Batch for an existing unit, complete the following
steps:

a.   Select "02 AUTHORIZED STRENGTH MASSIVE SELECTION"
from the Organizational Processing Menu and press
[RETURN](See Figure 4.3-17).

The Authorized Strength Massive Selection Screen
(Figure 4.3-23) will be displayed.

b.   Enter the Work Batch designator in the "Work Batch"
field. The Work Batch designator can be one or two
characters and alphanumeric, e.g., AA, AI, IA, or

11. Press [TAB] or [RETURN] **twice** to bypass the "New UPC" field.

NOTE: You must enter the Work Batch designator before you select any record and create a Work Batch.

If you have already created a batch, the message "WARNING: THIS BATCH ALREADY EXISTS" will be displayed. You may still use the same Work Batch designator; however, any work you transfer to the batch will be appended in UPC/PARA/LINE sequence to the batch that already exists.

c. To select a UPC, press [Enter Query].

The message, "Enter a query, then press QUERY key to execute it", will be displayed.

To use [Enter Query]:

(1) Press [SELECT] if you are using a Unisys or Sperry terminal.

(2) Press <SHIFT>[F5] if your terminal is connected through Procomm or Enable.

d. Use [Previous Field] or [Next Field] to position the cursor on any queriable field on the screen.

(1) To use [Previous Field]:

(a) Press [F12] if you are using a Unisys or Sperry terminal.

(b) Press <SHIFT>[F7] if your terminal is connected through Procomm.

(c) Press <SHIFT>[TAB] if your terminal is connected through Enable.

(2) To use [Next Field]:

(a) Press [TAB] or [RETURN] if you are using a Unisys or Sperry terminal.

(b) Press [TAB] or [RETURN] if your terminal is connected through Procomm or Enable.

e. Enter the selection criteria, e.g., UPC, Grade, POSC, Branch.

You can use the ORACLE "wild card" character (%) to restrict the selection process even more. For example, you could display only records with an MOS of 44B if you type %44B% in the POSC field. You could retrieve an entire battalion by entering the first three characters of the UPC and %.

If you leave all the queriable fields blank, the entire SASF will be displayed when you press [Execute Query].

f. Repeat steps 'c' through 'e' until you have entered all of the selection criteria. When all selection criteria have been entered, press [Execute Query].

To use [Execute Query]:

(1) Press [FIND] if you are using a Unisys or Sperry terminal.

(2) Press [F5] if your terminal is connected through Procomm or Enable.

The UPC you have selected will be displayed on the screen. SIDPERS retrieves all records meeting the selection criteria and displays them on the screen. A blinking cursor in the left margin indicates which record is the current record for operation. You can use the cursor to scroll through the records.

g. To select the next set of records (or view the next page), press [Next Set of Records].

To use [Next Set of Records]:

(1) Press [F10] if you are using a Unisys or Sperry terminal.

(2) Press <Ctrl>[N] if your terminal is connected through Procomm or Enable.

h. To select and transfer certain records to the Work Batch, complete the following steps. (See step 'i' if you want to select and transfer all records to the Work Batch; see step 'j' or 'k' if you do not want to transfer any of the records selected.)

(1) Press [↓] (DOWN ARROW) or [↑] (UP ARROW) to
     move to a record.

(2) For each record you want to transfer, type **T**
     in the "OP" field and press [↓] (DOWN ARROW)
     or [↑] (UP ARROW) until you have completed
     your selections for this session.

(3) Complete the above steps for each record you
     wish to transfer.

(4) To save the records you have selected for
     transfer, enter the top block of the screen by
     pressing [Previous Block].

     To use [Previous Block]:

     (a) Press [Prev Screen] if you are using a
          Unisys or Sperry terminal.

     (b) Press <Ctrl>[PgUp] if your terminal is
          connected through Procomm.

     (c) Press [PgUp] if your terminal is
          connected through Enable.

     The cursor will move to the top of the screen.
     Use [TAB] to move to the "Save" block. The
     message "Enter "C" to Save and Continue, or
     "E" to Save and Exit" will be displayed.
     Choose the correct function and press [RETURN]
     to execute your choice.

(5) If you entered "C" to save and continue, each
     record on the screen with a "T" in the "OP"
     field will be marked and its data will be
     transferred to the Work Batch.

     Another message, "Transaction completed -- nn
     records processed", will be displayed.

     The screen then automatically clears. The
     SASF will be marked as Mass ASTE selected and
     you will be returned to the top of the
     Authorized Strength Massive Selection Screen.

(6) If you entered "E" to save and exit, each
     record on the screen with a "T" in the "OP"
     field will be marked and its data will be
     transferred to the Work Batch.

Another message, "Transaction completed -- <u>nn</u> records processed", will be displayed.

Press any function key to acknowledge the message.

The SASF will be marked as Mass ASTE selected and you will be returned to the Organizational Processing Menu.

i. To select and transfer all records displayed on the screen to the Work Batch, complete the following steps:

(1) Place the cursor at the top of the screen. If the cursor is not at the first record, only those records below the cursor will be copied.

(2) Enter the top block of the screen by pressing [Previous Block].

To use [Previous Block]:

(a) Press [Prev Screen] if you are using a Unisys or Sperry terminal.

(b) Press <Ctrl>[PgUp] if your terminal is connected through Procomm.

(c) Press [PgUp] if your terminal is connected through Enable.

The cursor will move to the top of the screen. Use [TAB] to move to the "Select all" block. The message, "Enter "C" to Select all and Continue, or "E" to Select all and Exit", will be displayed. Choose the correct function and press [RETURN] to execute your choice.

(3) If you entered "C" to select all and continue, the cursor moves to the top portion of the screen and scrolls through each record on the screen. A "T" will automatically be placed in front of each record you want to transfer, in the "OP" field.

Another message, "Transaction completed -- <u>nn</u> records processed", will be displayed.

The screen then automatically clears. The SASF will be marked as Mass ASTE selected and

you will be returned to the top of the
Authorized Strength Massive Selection Screen.

(4)   If you entered "E" to select all and exit, the
        cursor moves to the top portion of the screen
        and scrolls through each record on the screen.

        A "T" will automatically be placed in front of
        each record you want to transfer, in the "OP"
        field.

        Another message, "Transaction completed -- nn
        records processed", will be displayed.

        Press any function key to acknowledge the
        message. The SASF will be marked as Mass ASTE
        selected and you will be returned to the
        Organizational Processing Menu.

j.   If you do not want to transfer any of the records
     that are displayed on the screen to a Work Batch,
     you can reenter a query. Repeat steps 'c' through
     'e' to display other records using different
     selection criteria, at the first "OP" field on the
     Authorized Strength Massive Selection Screen.

k.   To quit without saving the Work Batch, complete the
     following steps:

     (1)   Enter the top block by pressing [Previous
            Block].

            To use [Previous Block]:

            (a)   Press [Prev Screen] if you are using a
                   Unisys or Sperry terminal.

            (b)   Press <Ctrl>[PgUp] if your terminal is
                   connected through Procomm.

            (c)   Press [PgUp] if your terminal is
                   connected through Enable.

            The cursor will move to the top of the screen.
            Use [TAB] to move to the "QUIT" block. The
            message, "Enter "C" to QUIT and Continue, or
            "E" to QUIT and Exit", will be displayed.
            Choose the correct function and press [RETURN]
            to execute your choice.

(2) If you entered "C" to quit and continue, each
record on the screen with a "T" in the "OP"
field will be released and no longer tagged.
All data can be used to create another Work
Batch.

Once you press [RETURN], the prompt, "Do you
want to commit the changes you have made?
(Y)", will be displayed. Always type **N** before
you press [RETURN]. (If you press [RETURN]
without typing **N**, your changes will be saved.)

The screen automatically clears and you will
be returned to the top of the Authorized
Strength Massive Selection Screen. The Work
Batch will be discarded and no changes will be
made to the SASF.

If you want to change the Work Batch
designator or UPC, complete the following
steps:

(a) Press [Exit/Cancel] to enter the top of
the screen and change the Work Batch
designator or UPC.

To use [Exit/Cancel]:

1. Press [PF4] if you are using a Unisys
or Sperry terminal.

2. Press [END] if your terminal is
connected through Procomm or Enable.

(b) Press [TAB] or [RETURN] and you will be
returned to the top of the Authorized
Strength Massive Selection Screen.

(3) If you entered "E" to quit and exit, each
record on the screen with a "T" in the "OP"
field will be released and no longer tagged.
All data can be used to create another Work
Batch.

The screen automatically clears and you will
be returned to the top of the Organizational
Processing Menu.

4.3.5.2.2 Authorized Strength Massive Edit. This option
allows you to add, change, or delete multiple line entries
on the SASF. To edit a Work Batch, complete the following
steps:

    a. Select "03 AUTHORIZED STRENGTH MASSIVE EDIT" from
        the Organizational Processing Menu and press
        [RETURN]. (See Figure 4.3-17.)

        The Massive ASTE Transaction Edit Batch Selection
        Screen (Figure 4.3-24) will be displayed.

S I D P E R S - A R N G
Mass ASTE Transaction Edit Batch Selection Screen
USER ID   : BATCH NBR :
Mass ASTE Transaction Edit Options
ORIG CODE   SAVE   QUIT   KILL   RELEASE

Figure 4.3-24. Massive ASTE Transaction Edit Batch
Selection Screen

    b. After "USER ID:", enter the name of the person who
        created the Work Batch and press [TAB] or [RETURN].

    c. After "BATCH NBR:", enter the number of the Work
        Batch you created in paragraph 4.3.5.2.1 or the
        number of another Work Batch and press [RETURN].

        NOTE: More than one batch can be open. You do
                   not have to release a batch before
                   creating a new one. If you do release a
                   Work Batch, you will **not** be able to make
                   any more changes to that Work Batch.

        If the User ID and Batch Number are valid, SIDPERS
        displays an edit screen. This screen will contain

the information from the Work Batch. If the User
ID and Batch Number are not valid, SIDPERS displays
an error message and moves the cursor to the "User
ID" field where you can type another User ID. If
you do not want to enter another User ID, press
[Exit/Cancel] to return to the Organizational
Processing Menu.

To use [Exit/Cancel]:

(1)   Press [PF4] if you are using a Unisys or
      Sperry terminal.

(2)   Press [END] if your terminal is connected
      through Procomm or Enable.

When valid User ID and Batch Number are entered, the Massive
ASTE Transaction Edit Screen (Figure 4.3-25) will be
displayed.

The edit screen is divided into two areas: an Individual
Line Edit/Display Area and a Group Edit Function Command
Line. The following paragraphs describe how to use both of
these areas.

```
┌─────────────────────────────────────────────────────────────────────┐
│                      S I D P E R S - A R N G                          │
├─────────────────────────────────────────────────────────────────────┤
│  RALL     1/999   MEDICAL                /MED              OPERATION   │
├─────────────────────────────────────────────────────────────────────┤
│  80       ZEBRA117  04  9103003E591B20   EMER TMT NCO     NC  1   1EY  │
│  81 C     ZEBRA117  05  9103003E591A20   MED SPECIALIST   NC  1   1EY  │
│  82 C     ZEBRA117  06  9103003E491A10   MED SPECIALIST       1   1EY  │
│  83 C     ZEBRA117  07  9103003E391A10   MED SPECIALIST       1   1EY  │
│  84       ZEBRA118  01  9103003E691B30   SECTION SGT      NC  1   1EY  │
│  85       ZEBRA118  02  9103003E591A10   AIDE/EVAC NCO    NC  1   1EY  │
│  86       ZEBRA118  03  9103003E491A10   AMB/AIDE/DRIVER      1   1EY  │
│  87       ZEBRA118  04  9103003E391A10   AMB/AIDE/DRIVER      1   1EY  │
│  88       ZEBRA119  01  9103003E313E004D5HCANNON FA       FA  1   1OF  │
│  89       ZEBRA171  01  9103003E713F4OX3  FIRE SUPPORT NCO NC  1   1EY  │
│  90       ZEBRA171  02  9103003E413F10   FIRE SUPPORT SP      1   1EH  │
│  91       ZEBRA171  03  9103003E413F10   FIRE SUPPORT SP      1   1EH  │
│  92       ZEBRA171  04  91030030213E00   CANNON FA        FA  1   1OF  │
│  93       ZEBRA172  01  9103003E613F30   FIRE SUPPORT NCO NC  1   1EY  │
│  94       ZEBRA172  02  9103003E313F10   FIRE SUPPORT         1   1EF  │
│  95       ZEBRA172  04  9103003E213F20   FIRE SUPPORT         1   1EH  │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

Figure 4.3-25. Massive ASTE Transaction Edit Screen
                  (1 of 2)

4.3.5.2.2.1 Individual Line Edit/Display Area. When the
edit screen is first displayed, the cursor is automatically
placed in the Display Area ("OP" field). This area contains
the records in the Work Batch. A number in the left margin
shows the current record.

A field in the upper right corner of the screen displays
each field name as you move the cursor through the Display
Area. From this area, you can add, change, or delete a
record in the SASF, using End of Day Processing based upon
the "Eff Date" field. (Eff Date stands for Effective Date.)

You can also remove a record from the Work Batch
immediately. The following procedures describe how to
perform these functions.

Using the edit screen, complete the following steps:

   a. Use [↓] (DOWN ARROW) or [↑] (UP ARROW) in the Work
       Batch to scroll through the records one at a time,
       until you find the record you want to alter.

SIDPERS - ARNG				
UPC	PARA	LINE	PARA_TITLE	DOC_NBR
ZEBRA	117	04	MEDICAL TREATMENT SQD	NG17375L20
ZEBRA	117	05	MEDICAL TREATMENT SQD	NG17375L20
ZEBRA	117	06	MEDICAL TREATMENT SQD	NG17375L20
ZEBRA	117	07	MEDICAL TREATMENT SQD	NG17375L20
ZEBRA	118	01	AMBULANCE SEC (TRACK)	NG17375L20
ZEBRA	118	02	AMBULANCE SEC (TRACK)	NG17375L20
ZEBRA	118	03	AMBULANCE SEC (TRACK)	NG17375L20
ZEBRA	119	04	COMBAT MEDICAL SECTION	NG17375L20
ZEBRA	119	01	MNVR BN FS SECTION	NG17375L20
ZEBRA	119	01	MNVR BN FS SECTION	NG17375L20
ZEBRA	171	02	MNVR BN FS SECTION	NG17375L20
ZEBRA	171	03	4 TNK CO FST TM	NG17375L20
ZEBRA	172	01	4 TNK CO FST TM	NG17375L20
ZEBRA	172	02	4 TNK CO FST TM	NG17375L20
ZEBRA	172	04	4 TNK CO FST TM	NG17375L20

Figure 4.3-25. Massive ASTE Transaction Edit Screen
(2 of 2)

Press [Next Set of Records] to scroll through the
Work Batch page by page.

To use [Next Set of Records]:

(1) Press [F10] if you are using a Unisys or
     Sperry terminal.

(2) Press <Ctrl>[N] if your terminal is connected
     through Procomm or Enable.

NOTE: You cannot alter the "UPC", "Authorized
          Paragraph Designator", and "Authorized
          Line Designator" fields.

          If at any time you want to reorder the Work
          Batch and display your changes in UPC,
          PARA/LINE sequence, press [Execute Query].
          (Press [FIND] if you are using a Unisys or
          Sperry terminal. Press [F5] if your terminal
          is connected through Procomm or Enable.)

b. To add a record to the SASF on the date specified
    in the "Eff Date" field, duplicate an existing
    record in the Work Batch and make the necessary
    changes. To add a record to the Work Batch,
    complete the following steps:

    (1) Use [↑] (UP ARROW) or [↓] (DOWN ARROW) to
         position the cursor to the single character
         operation field next to the number of the
         record you want to duplicate and press
         [Duplicate Record].

         To use [Duplicate Record]:

         (a) Press [INSERT HERE] if you are using a
              Unisys or Sperry terminal.

         (b) Press [F4] if your terminal is connected
              through Procomm or Enable.

         After you press [Duplicate Record], the
         message, "No changes to commit <Hit any
         (function) key to acknowledge message>", will
         appear.

    (2) Press any key to acknowledge the message.

         Another message, "Working", will appear. The
         record next to the cursor will be duplicated
         below the original record. An "A" will appear
         in the single character operation field next
         to the number of the record you have
         duplicated.

(3) Use [TAB] or [RETURN] to move to the first
     field where you want to add or change
     information.

(4) Enter the information you want to add and
     press [TAB] or [RETURN].

     The information in each field is edited and
     validated against the other fields in the
     record. If you entered invalid information,
     an error message will be displayed and you
     must enter valid information.

(5) Repeat steps (1) through (4) for each record/
     field for which you want to add information.

c. To delete a record from the SASF on the date
    specified in the "Eff Date" field, type **D** in the
    single character operation field next to the number
    of the record you want to delete.

d. To change the record in the SASF on the date
    specified in the "Eff Date" field, perform the
    following steps:

(1) Type **C** in the single character operation field
     next to the number of the record you want to
     alter.

(2) Use [TAB] or [RETURN] to move to the first
     field where you want to change information.

(3) Enter the information you want to change and
     press [TAB] or [RETURN].

     The information in each field is edited and
     validated against the other fields in the
     record. If you entered invalid information,
     an error message will be displayed and you
     must enter valid information.

(4) Repeat steps (2) and (3) for each field for
     which you want to change information.

e. To remove a record from the Work Batch immediately,
    use [↑] (UP ARROW) or [↓] (DOWN ARROW) to position
    the cursor in the single character operation field
    next to the number of the record you want to
    remove. Press [Delete Record].

To use [Delete Record]:

(1)   Press [REMOVE] if you are using a Unisys or
      Sperry terminal.

(2)   Press [F9] if your terminal is connected
      through Procomm.

(3)   Press <Ctrl>[F4] if your terminal is connected
      through Enable.

CAUTION: After you press [Delete Record], the record will
      be removed instantly.

f.   Press [Exit/Cancel] to exit from the edit screen
     and return to the Massive ASTE Transaction Edit
     Batch Selection Screen.

     The cursor appears in the block at the bottom of
     the screen in the "Orig Code" field. Enter the
     Originator Code.

g.   To save the Work Batch, perform step 'f' and press
     [TAB] or [RETURN] to move the cursor to the "SAVE"
     field. Then press [Exit/Cancel].

     To use [Exit/Cancel]:

     (1)   Press [PF4] if you are using a Unisys or
           Sperry terminal.

     (2)   Press [END] if your terminal is connected
           through Procomm or Enable.

     The changes will be written to the work table and
     the Work Batch will be reordered in UPC/PARA/LINE
     sequence. However, the batch will not be released
     to update the SASF.

h.   To release the batch and update the SASF, perform
     step 'f' and complete the following:

     (1)   Press [TAB] or [Return] until the cursor moves
           to the "Release" field.

           NOTE: Always save the batch before releasing
                  it.

     (2)   Press [Exit/Cancel].

           To use [Exit/Cancel]:

(a)   Press [PF4] if you are using a Unisys or
Sperry terminal.

(b)   Press [END] if your terminal is connected
through Procomm or Enable.

The current changes will be applied to the work
table and the batch will be marked ready to update.
However, the batch will not be released to update
the SASF until you accomplish the End of Day
Processing.

CAUTION: After you release a batch, try to reenter it to
ensure that the batch has actually released and
is ready for End of Day Processing. You should
always save the batch first before you release
it.

i.   To delete a Work Batch, perform step 'f' and
complete the following:

(1)   Press [TAB] or [RETURN] to move to the "KILL"
field.

(2)   Press [Exit/Cancel].

The Work Batch is deleted and the SASF records that
are marked as Mass ASTE selected will be released.

j.   To quit a Work Batch, perform step 'f' and complete
the following:

(1)   Press [TAB] or [RETURN] to move to the "QUIT"
field.

(2)   Press [Exit/Cancel].

You have exited the Work Batch and may access it
again. None of the changes you have made have been
saved.

4.3.5.2.2.2 Group Edit Function Command Line. The Group
Edit Function Command Line allows you to replace information
in a single column, replace information in all fields in all
records, or remove records using the UPC. Using the edit
screen, complete the following steps:

a.   To replace information in a column, complete the
following:

(1) Using [Previous Field] or [Next Field], move the cursor to the column you want to replace.

    (a) To use [Previous Field]:

        1. Press [F12] if you are using a Unisys or Sperry terminal.

        2. Press <SHIFT>[F7] if your terminal is connected through Procomm.

        3. Press <SHIFT>[TAB] if your terminal is connected through Enable.

    (b) To use [Next Field], press [TAB] or [RETURN].

(2) Press [Previous Block] to move the cursor to the Group Edit block at the top of the screen.

To use [Previous Block]:

    (a) Press [Prev Screen] if you are using a Unisys or Sperry terminal.

    (b) Press <Ctrl>[PgUp] if your terminal is connected through Procomm.

    (c) Press [PgUp] if your terminal is connected through Enable.

(3) Type **RC** in the command field and press [TAB] or [Return]. The cursor moves to the first of the two fields where you can specify the beginning and ending records. In the first field, enter the number that is across from the first paragraph and line entry you want to change. The cursor automatically moves to the second field. Enter the number that is across from the last paragraph and line entry you want to change.

    NOTE: If you want to change all paragraph and line entries, press [TAB] or [RETURN] twice. The numbers "1" and "999", respectively, will be placed in the first and second record selection fields.

(4)   After typing the beginning and ending records
       you want to change, tab to the data fields.
       Enter the value to be replaced and press [TAB]
       or [RETURN].

       SIDPERS performs a cursory edit of the old
       data to determine it's validity. If the data
       is valid, the cursor moves to the second
       field. Otherwise, the cursor remains in the
       field and you should enter another value.

(5)   Enter the new value and press [TAB] or
       [RETURN].

       SIDPERS scans down the column for a matching
       string. When one is found, the new value is
       substituted for the old. SIDPERS continues
       scanning the column until the last record of
       the Work Batch has been examined.

       If a substitution would cause an error, a
       message is displayed and the change is not
       made. After the last record has been
       searched, the cursor will move back to the
       field you started from.

b. To search every field in every record for certain
    information and replace it with other information,
    complete the following steps:

    (1)   Press [Previous Block] to move the cursor to
           the Group Edit block at the top of the screen.

           To use [Previous Block]:

           (a)   Press [Prev Screen] if you are using a
                  Unisys or Sperry terminal.

           (b)   Press <Ctrl>[PgUp] if your terminal is
                  connected through Procomm.

           (c)   Press [PgUp] if your terminal is
                  connected through Enable.

    (2)   Type **RALL** in the command field and press [TAB]
           or [RETURN].

           The cursor moves to the first of the two
           fields where you can specify the beginning and
           ending records. In the first field, enter the

number that is across from the first paragraph
and line entry you want to search and replace.
The cursor automatically moves to the second
field. Enter the number that is across from
the last paragraph and line entry you want to
search and replace.

> NOTE: If you want to change all paragraph and
> line entries, press [TAB] or [RETURN]
> twice. The numbers "1" and "999",
> respectively, will be placed in the
> first and second record selection
> fields.

(3) After you have typed the beginning and ending
records you want to search and replace, tab to
the data fields. Enter the value to be
replaced and press [TAB] or [RETURN].

SIDPERS performs a cursory edit of the old
data to determine it's validity. If the data
is valid, the cursor moves to the second
field. Otherwise, the cursor remains in the
field and you should enter another value.

(4) Enter the replacement value and press [TAB] or
[RETURN].

SIDPERS scans every field of every record in
the Work Batch, except records marked for
deletion. When SIDPERS finds a match, it will
replace the old value with the new. If the
new value is not compatible with other data in
the record, an error message is displayed and
the scan stops until you press a key to
continue. After all records in the Work Batch
are scanned, the cursor moves back to the
record you started from.

c. To remove records using a UPC, complete the
following steps:

(1) Press [Previous Block] to move the cursor to
the Group Edit block at the top of the screen.

To use [Previous Block]:

(a) Press [Prev Screen] if you are using a
Unisys or Sperry terminal.

(b) Press <Ctrl>[PgUp] if your terminal is connected through Procomm.

(c) Press [PgUp] if your terminal is connected through Enable.

(2) Type **RE** in the command field and press [TAB] or [RETURN].

The cursor moves to the first of the two fields where you can specify the beginning and ending paragraph and line entries that you want to remove.

NOTE: If you want to remove all paragraph and line entries, press [TAB] or [RETURN] twice. The numbers "1" and "999", respectively, will be placed in the first and second record selection fields.

(3) After you enter the number of the beginning and ending records you want to remove, tab to the data fields.

(4) Enter the UPC or UPC group you want to remove.

You can type a single UPC or the first few common characters of a group of UPCs you want to remove. (For example, to remove UPCS beginning with "JMDD", you would enter **JMDD**).

(5) Press [TAB] or [RETURN].

SIDPERS scans down the UPC column, removing from the work batch all records that meet the criteria. These records will no longer be identified as Mass ASTE selected in the SASF.

d. To delete more than one line at a time, complete the following steps:

(1) Using [Previous Field] or [Next Field], move the cursor to the single character operation column.

(a) To use [Previous Field]:

1. Press [F12] if you are using a Unisys or Sperry terminal.

2.   Press <SHIFT>[F7] if your terminal is
     connected through Procomm.

3.   Press <SHIFT>[TAB] if your terminal
     is connected through Enable.

(b)   To use [Next Field], press [TAB] or
      [RETURN].

(2)   Press [Previous Block] to move the cursor to
      the Group Edit block at the top of the screen.
      To use [Previous Block]:

(a)   Press [Prev Screen] if you are using a
      Unisys or Sperry terminal.

(b)   Press <Ctrl>[PgUp] if your terminal is
      connected through Procomm.

(c)   Press [PgUp] if your terminal is
      connected through Enable.

(3)   Type **RC** in the command field and press [TAB]
      or [RETURN].

      The cursor moves to the first of the two
      fields where you can specify the beginning and
      ending paragraph and line entries to begin and
      end your change.

(4)   After you have entered the beginning and
      ending records you want to delete, tab to the
      data fields.

(5)   Do not enter a new value in the first data
      field; press [TAB] or [RETURN].

      Type **D** in the second data field and press
      [TAB] or [RETURN].

      SIDPERS scans down the column for a matching
      record string. When one is found, the letter
      'D' will appear in the Operations column.
      SIDPERS continues scanning the column until
      the last record of the Work Batch has been
      examined. The letter 'D' will appear in the
      operations column next to every record you
      have selected in the Group Edit function line.
      After the last record has been searched, the

cursor moves back to the field you started from.

After the Work Batch is released and End of Day Processing is run, all records for the unit that were marked with a 'D' will be deleted from the SASF.

e. After you have made all the changes to the Work Batch, press [Exit/Cancel] to exit from the edit screen and return to the Massive ASTE Transaction Edit Batch Selection Screen.

The cursor appears in the block at the bottom of the screen in the "ORIG CODE" field. Enter the Originator Code.

f. To save the Work Batch, perform step 'e' and press [TAB] or [RETURN] to move the cursor to the "SAVE" field. Then press [Exit/Cancel].

To use [Exit/Cancel]:

(1) Press [PF4] if you are using a Unisys or Sperry terminal.

(2) Press [END] if your terminal is connected through Procomm or Enable.

The changes will be written to the work table; and the Work Batch will be reordered in UPC/PARA/LINE sequence. However, the batch will not be released to update the SASF until you accomplish the End of Day Processing.

g. To release the batch and update the SASF, perform step 'e' and complete the following:

(1) Press [TAB] or [RETURN] until the cursor moves to the "RELEASE" field.

NOTE: Always save the batch before releasing it.

(2) Press [Exit/Cancel].

To use [Exit/Cancel]:

(a) Press [PF4] if you are using a Unisys or Sperry terminal.

(b)   Press [END] if your terminal is connected
through Procomm or Enable.

The current changes will be applied to
the Work Batch and the batch will be
marked ready to update.

CAUTION: After you release a batch, try
to reenter it to ensure that
the batch has actually
released and is ready for End
of Day Processing. You should
always save the batch first
before you release it.

h. To delete a Work Batch, perform step 'e' and
complete the following:

(1)   Press [TAB] or [RETURN] to move to the "KILL"
field.

(2)   Press [Exit/Cancel].

The Work Batch is deleted and the SASF records
that are marked as Mass ASTE selected will be
released.

i. To quit a Work Batch, perform step 'e' and complete
the following:

(1)   Press [TAB] or [RETURN] to move to the "QUIT"
field.

(2)   Press [Exit/Cancel].

You have exited the Work Batch and may access
it again. No changes will be saved.

4.3.5.2.3 <u>Authorized Strength End of Day Processing</u>. This
option applies released Work Batches to the SASP.
Authorized Strength End of Day Processing should be run
daily, but it can be run at anytime. Before running the
Authorized Strength End of Day Processing, ensure that all
other users are off the system.

To use this option, complete the following steps:

a. Select "04 AUTHORIZED STRENGTH END OF DAY
PROCESSING" from the Organizational Processing Menu
and press [RETURN]. (See Figure 4.3-17.)

You will be prompted to begin processing.

b. To begin processing, type **Y** and press [Return].

SIDPERS writes the Transaction History File,
applies updates against the SASF, and deletes the
update record from the work area. You will be
returned to the Organizational Processing Menu
where you can select another option.

CAUTION: Do not attempt to use the terminal again
until the system message "SIASTEOD
INITIATED" is displayed.

If you do not want to begin processing, type **n** and
press [RETURN]. You will be returned to the
Organizational Processing Menu where you can select
another option.

NOTE: Changes to the SASF will be made on or after the
Effective Date only if the batch has been released
and the End of Day Processing is accomplished on or
after the Effective Date.

4.4 Related Processing. The only processes that are not initiated by the end user are those initiated by the DPI (i.e., any processes that are included in Unix CRON functions, such as backing up the system). These processes run in the background and do not require any action from the end user.

4.5 Data Backup. One major goal of an automated system is to minimize or eliminate production and maintenance of hard copy data records. Under normal conditions, input data need not be backed up. System administration functions support the normal and anticipated data processing backup requirements.

Because unanticipated abnormal conditions do occur, SIB personnel should temporarily retain hard copy records of data entered. These records provide a backup for replacing lost primary data when abnormal conditions occur because of errors, defects, malfunctions, or accidents to SIDPERS. The SA will provide directions specific to your data recovery requirements.

4.6 Recovery from Errors and Malfunctions. SIDPERS incorporates several recovery techniques in the event of a system failure. In some instances, the system is capable of automatic restart and database restoration. In other instances, a manual recovery effort by the SA is necessary. During normal day-to-day operations, SIDPERS users may be affected by two conditions in addition to any errors resulting from entering invalid data. These two conditions are as follows:

   a. Some transactions require a prerequisite action; for example, if the Date of Birth is **0** for the Date of Rank - Reserve (DOR) transaction, then the Date of Birth (DOB) transaction must be entered first. If the prerequisite action is not satisfied, SIDPERS displays a message appropriate to the condition. This is an error in the data entry process that requires you to enter other or more data, sometimes from another screen. After satisfying the prerequisite, you can return to execute the original action.

   b. System failures may require reentering some or all of the most recent data on a screen. You can experience this problem if a failure (such as a power disruption) occurs while you are entering data. The screen data must be sufficient to make a complete transaction to be committed to the

database. The software must accomplish this to ensure the integrity of the SIDPERS database. Appendix E, Data Element/Input Transaction Matrix, lists the data elements that are updated or generated by SIDPERS transactions.

4.7 Messages. Appendix F describes the specific SIDPERS error messages and their corrective actions, mnemonics, and advisory messages. The ORACLE diagnostic and information messages are listed and explained in the ORACLE and System 5000 manuals.

APPENDIX A

ACRONYMS AND MNEMONICS

A.1 List of Acronyms. The following list contains the
acronyms used in this SIDPERS-FOL End User Manual (EM):

Acronym	Meaning
ADCON	Administrative Control
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AFGQ	Armed Forces Qualification
AGR	Active Guard/Reserve
APO/FPO	Army Post Office/Fleet Post Office
ARNG	Army National Guard
AUTODIN	Automatic Digital Network
CPU	Central Processing Unit
CRT	Cathode Ray Tube
DA	Department of the Army
DBA	Database Administrator
DE	Data Element
DMA	Direct Memory Access
DOD	Department of Defense
DPI	Data Processing Installation
ECF	Error Control File
EM	End User Manual
ETF	Error Transaction File
ETS	Expiration Term of Service
FOL	Field Operating Level
HOL	Headquarters Operating Level
ID	Identification
IDT	Inactive Duty Training
IET	Initial Entry Training
ING	Inactive National Guard
I/O	Input/Output
IRS	Internal Revenue Service
ISR	Individual Soldier Report
JUMPS	Joint Uniform Military Pay System
KB	Kilobyte(s)
LSDB	Local Supplemental Database
MB	Megabyte(s)
MOS	Military Occupational Specialty
MPB	Military Pay Branch
MPMO	Military Personnel Management Office
MTOE	Modified Table of Organization and Equipment
NGB	National Guard Bureau

Acronym	Meaning
NGB-AIS	National Guard Bureau - Army Information Systems
OER/EER	Officer Evaluation Report/Enlisted Evaluation Report
OESTS	Organization Status Code
PAOD	Planned Activation/Organization Date
PC	Personal Computer
PCN	Product Control Number
PIDD	Planned Inactivation/Discontinuance Date
PPS	Proficiency Pay Status
PSI	Personnel Security Investigations
RDBMS	Relational Database Management System
ROTC	Reserve Officer Training Corps
RPAS	Retirement Points Accounting System
SA	System Administrator
SASF	SIDPERS Authorized Strength File
SBP	Survivor Benefit Plan
SDAP	Special Duty Assignment Pay
SFPA	Suspension of Favorable Personnel Actions
SGLI	Servicemen's Group Life Insurance
SIB	SIDPERS Interface Branch
SIDPERS	Standard Installation/Division Personnel System
SLRP	Student Loan Repayment Program
SNA	System Network Architecture
SOF	SIDPERS Organizational File
SQL	Structured Query Language
SQT	Skill Qualification Test
SRIP	Selected Reserve Incentive Program
SSN	Social Security Number
STPA	Select, Train, Promote, and Assign
UIC	Unit Identification Code
UPC	Unit Processing Code
USAFAC	United States Army Finance and Accounting Center
USPFO	United States Property and Fiscal Office/Officer

A.2 List of Mnemonics. The following list contains the
mnemonics used in this End User Manual.

Mnemonic	Meaning
ADMA	Administrative Addition
ADRI	Address Mailing Individual
AFTS	Armed Forces Qualification Test Percentile Score
ALCD	Assignment/Loss Reason and Date
APFT	Army Physical Fitness Test
ASTE	Authorized Strength
ATCH	Attached
AVDA	Aviation Data
AWC	Appointment Waiver Condition
BSWC	Benefit Status Waiver Code
CEDL	Civilian Education Level
CITZ	Citizenship Status, U.S. Origin
CIVO	Civilian Occupation
COCD	Current Organization Identification
CPSD	Current Procurement and Date
CREL	Conditional Release
CWSD	Commissioned/Warrant Officer Service Date
DECD	Deceased
DERC	Date of Initial Entry into a Reserve Component
DOB	Date of Birth
DOR	Date of Rank - Reserve
DPOS	Duty Position
DSCH	Discharge
EADT	Enter Active Duty Training
EERF	Evaluation Report
EGD	Ethnic Group
ENOP	Enlistment Option Period
ERBR	Enlistment/Reenlistment Bonus - Reserve
ERRO	Expiration Ready Reserve Obligation Date
ESMO	Expiration Statutory Military Obligation Date
EWCD	Enlistment Waiver Condition
EXDA	Expiration Date of Attachment
EXT	Extension
FRG	Federal Recognition Identification
GRCD	Grade Abbreviation and Code
GRCH	Grade Change
ERWV	Grade Change Waiver
IADT	Initial Active Duty Training
IPAY	Incentive Pay
IPCD	Initial Procurement and Date

Mnemonic	Meaning
LANG	Language Identity
LDP	Local Data - Personnel
LDPA	Local Data - Personnel
MARS	Marital Status
MGIB	Montgomery G.I. Bill
MILE	Military Education Enrolled
MISC	Miscellaneous
MLED	Military Education Completed
MOS	Military Occupational Specialty Designator
MPBR	Mandatory Promotion Board Results
MRD	Mandatory Removal Reason and Date
NPSG	Non-Prior Service Gain
OIUG	Intact Unit Gain
OIUL	Intact Unit Loss
OIUR	Intact Unit Return
PADR	Privacy Act Disputed Record
PCC	Promotion Consideration Code
PEBD	Pay Entry Base Date
PHYS	Physical Examination
PPAY	Proficiency Pay
PPED	Projected Promotion Eligibility Date
PRSC	Previous Record Status and Date
PSG	Prior Service Gain
QSRC	Qualitative/Selective Retention Identifier and Date
RADT	Release From Active Duty Training
RELG	Religious Denomination
RENL	Reenlistment
RING	Return from Inactive National Guard
ROTC	Reserve Officer Training Corps
RTWV	Retention Waiver
RYE	Retirement Year Ending Date
SBP	Survivor Benefit Pay
SCYC	Security Clearance
SEP	Separation
SGLI	Serviceman's Group Life Insurance
SPAY	Special Pay
SRCW	Source Commission/Warrant
SSI	Specialty Skill Identifier
SSN	Social Security Number
TAX	Tax Information
TING	Transfer to Inactive National Guard
TOER	Term of Enlistment - Reserve
TRF	Transfer Within State
TYCS	Twenty Year Certificate Status

SIDPERS-FOL END USER MANUAL (EM)

APPENDIX B

PRINTED OUTPUT FORMATS AND DESCRIPTIONS

TABLE OF CONTENTS

APPENDIX B

TABLE OF CONTENTS (Continued)

DISTRIBUTION CODE KEY

A	-	SIDPERS Interface Branch (SIB)
B	-	Military Personnel Management Office (MPMO)
C	-	Unit
E	-	Administrative Control (ADCON)
J	-	Military Pay Branch/Section
K	-	Individual Service Member
0	-	Optional (to be determined by the SIB Chief)

PCN: GPFD-0080

REPORT TITLE: Advisory Messages

PURPOSE: Provides the SIDPERS Interface Branch with a list of all
         advisory messages generated by all processing for that day.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
B		ORIG CODE - Identifies the initiator of the input.
C		CONTROL NUMBER - Generated Transaction Identification Number.
D		DATE - Year, month, and day of the transaction.
E		NAME/UPC - If the transaction is a personnel transaction, then the transaction name will be printed; if an organization transaction, the transaction UPC will be printed.
F		SSN - Social Security Number will be printed for all transactions.
G		MNEMONIC - Identifies the transaction mnemonic for each advisory message run.
H		ADVISORY MESSAGES - Printout of entire advisory message.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

ADVISORY MESSAGES
GPFD-0080

```
         A

PREPARED YYMMDD                                         AS OF YYMMDD        PAGE XXX


B        C        D      E       F          G          H

ORIG  CONTROL  ------------CONTROL DATA-------------
CODE  NUMBER     DATE   NAME/UPC  SSN        MNEMONIC   ADVISORY MESSAGES

XXX   XXXXXXX   YYMMDD  XXXXXX  XXX-XX-XXXX  XXXX       XXXXXXXXXXXXXXXXXXXXXX
                                                       XXXXXXXXXXXXXXXXXXXXX


XXX   XXXXXXX   YYMMDD  XXXXXX  XXX-XX-XXXX  XXXX       XXXXXXXXXXXXXXXXXXXXXX
                                                       XXXXXXXXXXXXXXXXXXXXX


XXX   XXXXXXX   YYMMDD  XXXXXX  XXX-XX-XXXX  XXXX       XXXXXXXXXXXXXXXXXXXXXX
                                                       XXXXXXXXXXXXXXXXXXXXX


XXX   XXXXXXX   YYMMDD  XXXXXX  XXX-XX-XXXX  XXXX       XXXXXXXXXXXXXXXXXXXXXX
                                                       XXXXXXXXXXXXXXXXXXXXX
```

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Figure B-1. Advisory Messages (GPFD-0080)

PCN: GPFR-1840

REPORT TITLE: Archive Transcript

PURPOSE: Provides a printout showing batches archived.

COLUMN	LINE	DESCRIPTION
A		The system will automatically generate the production of this report at the time the Archive program is run.
B		Data shown on transcript includes the batch number designator and the number of records that each archived batch contained.

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SIDPERS - ARHG

ARCHIVE TRANSCRIPT
GPFR - 1840

DATE XXXXXX

```
        A                       B

ARCHIVED TO TAPE        RECORDS PROCESSED

    |       |               |       |
    |       |               |       |
    |       |               |       |
    |       |               |       |
    |       |               |       |

ARCHIVED TO TAPE        RECORDS PROCESSED
```

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-2. Archive Transcript (GPFR-1840)

PCN: GPFD-1800

REPORT TITLE: AUTODIN Transmittal Report

PURPOSE: To provide a record of AUTODIN batches to HOL. This report
is generated at the DPI when the AUTODIN program is executed.

COLUMN	LINE	DESCRIPTION
	1	AUTODIN HEADER - Standard AUTODIN header line.
	2	OMEGA TEXT HEADER - Text header requirement needed to process the OMEGA computer system.
	3	FIRST DATA RECORD - Print of the first AUTODIN record of the message.
	4	LAST DATA RECORD - Print of the first part of the last AUTODIN record of the massage.

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PCN: GPFD - 1800

DD MMM XXXX   ARNG - SIDPERS   PAGE XXX

XXXX HRS   A U T O D I N   T R A N S M I T T A L   R E P O R T

1   AUTODIN HEADER: X---X

2 OMEGA TEXT HEADER: X---X

3 FIRST DATA RECORD: X---X

4   LAST DATA RECORD: X---X

         EOT RECORD: X---X

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-3.   AUTODIN Transmittal Report (GPFD-1800)

PCN: GPFD-1770

REPORT TITLE: Bonus Termination Report

PURPOSE: Provides hardcopy listing of members enrolled in a bonus
         program terminated prior to ETS.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
B		NAME - 27 characters of Last Name, First Name, Middle Initial; as room permits.
C		SSN - Social Security Number.
D		GRADE - Individual's paygrade abbreviation/code.
E		UPC - Current Unit Processing Code.
F		UPC-ATCH - UPC of Unit of Attachment, if applicable.
G		PR-NBR - Current Payroll Number.
H		ATCH-PR-NBR - Payroll Number of Attachment, if applicable.
I		TERMINATION REASON - Reason of Bonus Termination.
J		DATE OF LOSS - YYMMDD of Bonus Termination.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

BONUS TERMINATION REPORT
GPFD - 1770

A

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

				F	G	H	I	J
B		**C**	**D**	**E**	UPC-	PR	ATCH	TERMINATION	DATE OF
NAME		SSN	GRADE	UPC	ATCH	NBR	PR NBR	REASON	LOSS
XXXXXXXXXXXXXXXXXXXXXXXX		XXX-XX-XXXX	XXX	XXXXX	XXXXX	XXX	XXX	XXXXXXXXXXXXXXX	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXX		XXX-XX-XXXX	XXX	XXXXX	XXXXX	XXX	XXX	XXXXXXXXXXXXXXX	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXX		XXX-XX-XXXX	XXX	XXXXX	XXXXX	XXX	XXX	XXXXXXXXXXXXXXX	YYMMDD

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-4.   Bonus Termination Report (GPFD-1770)

PCN: GPFM-1670

REPORT TITLE: NCO Evaluation Report

PURPOSE: To provide overprint of administrative data for enlisted personnel annual performance evaluations.

COLUMN	LINE	DESCRIPTION
a		NAME - Enter individual's name.
b		SSN - Enter Social Security Number.
c		RANK - (ABBR) Enter Grade Abbreviation from grade abbreviation and code.
d		DATE OF RANK - Enter data from Date of Rank - Reserve.
e		PMOSC - (Primary MOSC) Enter data from Primary Military Occupational Specialty Designator - Enlisted.
f		UNIT, ORG., STATION, ZIP CODE or APO, MAJOR COMMAND - Under UNIT enter Unit Name, under STATION enter City from Address, under STATE enter positions 2 and 3 of Army Area State or Counry, under ZIP CODE enter ZIP Code from Address ZIP Code, and enter Major Command.
		PART III
b		DUTY MOSC - Enter Duty Military Occupational Specialty Designator - Enlisted.

NCO EVALUATION REPORT

For use of this form, see AR 623-205; the proponent agency is DCSPER

SEE PRIVACY ACT STATEMENT IN AR 623-205, APPENDIX E

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)
b. SSN
c. RANK
d. DATE OF RANK
e. PMOSC
f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND
g. REASON FOR SUBMISSION
h. PERIOD COVERED: FROM (YY MM) THRU (YY MM)
i. RATED MONTHS
j. NONRATED CODES
k. NO. OF ENCL
l. RATED NCO COPY (Check one and date): 1. Given to NCO; 2. Forwarded to NCO; DATE
m. PSC INITIALS
n. CMD CODE
o. PSC CODE

PART II - AUTHENTICATION

a. NAME OF RATER (Last, First, Middle Initial) | SSN | SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT | DATE
b. NAME OF SENIOR RATER (Last, First, Middle Initial) | SSN | SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT | DATE
c. RATED NCO: [illegible] | SIGNATURE | DATE
d. NAME OF REVIEWER (Last, First, Middle Initial) | SSN | SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT | DATE
e. ☐ CONCUR WITH RATER AND SENIOR RATER EVALUATIONS ☐ NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL [illegible]

PART III - DUTY DESCRIPTION (Rater)

a. PRINCIPAL DUTY TITLE
b. DUTY MOSC
c. DAILY DUTIES AND SCOPE [illegible]
d. AREAS OF SPECIAL EMPHASIS
e. APPOINTED DUTIES
f. Counseling dates [illegible] | INITIAL | LATER | LATER | LATER

PART IV - VALUES/NCO RESPONSIBILITIES (Rater)

a. Complete each question. [illegible] | YES | NO

V A L U E S

PERSONAL
Commitment
Competence
Candor
Courage

ARMY ETHIC
Loyalty
Duty
Selfless Service
Integrity

1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 Supports EO/EEO

[illegible] comments

DA FORM 2166-7, SEP 87

Figure B-5a. NCO Evaluation Report - Parts I-III

RATED NCO'S NAME (Last, First, Middle Initial)		SSN	THRU DATE

PART IV (Rater) - VALUES/NCO RESPONSIBILITIES

b. COMPETENCE
- Duty proficiency: MOS competency
- Technical & tactical: knowledge, skills, and abilities
- Sound judgment
- Seeking self-improvement: always learning
- Accomplishing tasks to the fullest capacity; committed to excellence

EXCELLENCE (Exceeds std) □ SUCCESS (Meets std) □ NEEDS IMPROVEMENT (Some) □ (Much) □

c. PHYSICAL FITNESS & MILITARY BEARING
- Mental and physical toughness
- Endurance and stamina to go the distance
- Displaying confidence and enthusiasm; leads like a soldier

EXCELLENCE (Exceeds std) □ SUCCESS (Meets std) □ NEEDS IMPROVEMENT (Some) □ (Much) □

APFT _____ HEIGHT/WEIGHT _____

d. LEADERSHIP
- Mission first
- Genuine concern for soldiers
- Instilling the spirit to achieve and win
- Setting the example: Be, Know, Do

EXCELLENCE (Exceeds std) □ SUCCESS (Meets std) □ NEEDS IMPROVEMENT (Some) □ (Much) □

e. TRAINING
- Individual and team
- Mission focused: performance oriented
- Teaching soldiers how: common tasks, duty-related skills
- Sharing knowledge and experience to fight, survive and win

EXCELLENCE (Exceeds std) □ SUCCESS (Meets std) □ NEEDS IMPROVEMENT (Some) □ (Much) □

f. RESPONSIBILITY & ACCOUNTABILITY
- Care and maintenance of equip./facilities
- Soldier and equipment safety
- Conservation of supplies and funds
- Encouraging soldiers to learn and grow
- Responsible for good, bad, right & wrong

EXCELLENCE (Exceeds std) □ SUCCESS (Meets std) □ NEEDS IMPROVEMENT (Some) □ (Much) □

PART V - OVERALL PERFORMANCE AND POTENTIAL

a. RATER. Overall potential for promotion and/or service in positions of greater responsibility.

AMONG THE BEST □   FULLY CAPABLE □   MARGINAL □

b. RATER. List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.

_____

_____

_____

e. SENIOR RATER BULLET COMMENTS

c. SENIOR RATER. Overall performance	1 2 3 4 5 Successful Fair Poor	d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility	1 2 3 4 5 Successful Fair Poor

Figure B-5b. NCO Evaluation Report - Parts IV-V

PCN: GPFM-1680

REPORT TITLE: NCO Evaluation Report Check Sheet

PURPOSE: Informs commanders that NCO Evaluation Reports are due for
personnel and provides a method for developing a rating chain.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Header Line.
C		NAME - Name of individual.
D		SSN - Social Security Number.
E		GRADE - Individual's paygrade abbreviation/code.
F - I		Columns for RATER, SENIOR RATER, REVIEWER and SUBMISSION DATE are for use by commanders.

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NCO EVALUATION REPORT CHECK SHEET
GPFH-1680

A

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

   B

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXX STATE XX   UIC WXXXXX PRC XXX   ANALYST   MC

C	D	E	F	G	H	I
NAME	SSN	GRADE	RATER	ENDORSER	REVIEWER	SUB DATE
XXXXXXXXXXXXXXXXXXXXXXXXX	XXX - XX - XXXX	XXX				
XXXXXXXXXXXXXXXXXXXXXXXXX	XXX - XX - XXXX	XXX				
XXXXXXXXXXXXXXXXXXXXXXXXX	XXX - XX - XXXX	XXX				

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-6. Enlisted Evaluation Report Check Sheet (GPFM-1680)

PCN: GPFM-1650

REPORT TITLE: Soldiers Reported Not Duty Position Qualified

PURPOSE: Provides the commander with a list of all enlisted personnel who are not designated as duty position qualified and the percentage of non-qualified.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Header Line.
C		NAME - Name of individual.
D		SSN - Social Security Number.
E		GRADE - Individual's paygrade abbreviation/code.
F		EXPIR TERM SVC - Expiration Term of Service date.
G		TRNG PAY RET CAT - Training Pay/Retired Category data.
H		DUTY MOS - Duty Military Occupational Specialty Designator - Enlisted.
I		PRIMARY MOS - Primary MOS - Enlisted.
J		SECONDARY MOS - Secondary MOS - Enlisted.
K		DUTY POSN QUAL CODE - Duty Position Qualification Code.
L		REMARKS - Left blank.
T1		TOTAL
T2		PERCENTAGE OF NON-QUALIFIED

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

SOLDIERS REPORTED NOT DUTY POSITION QUALIFIED
GPFM - 1650

A

H1 PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

B

H2 UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXXX STATE XX UIC WXXXXX   PRN XXX

C NAME	D SSN	E GRADE	F EXPIR TERM SVC	G TRNG PAY RET CAT	H DUTY MOS	I PRIMARY MOS	J SECONDARY MOS	K DUTY POSN QUAL CODE	L REMARKS
XXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMMDD	X	XXXXX	XXXXX	XXXXX	X	
XXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMMDD	X	XXXXX	XXXXX	XXXXX	X	
XXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMMDD	X	XXXXX	XXXXX	XXXXX	X	

TOTAL   XXXXX

PERCENTAGE OF NON-QUALIFIED   XX.X%

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-7.   Enlisted Non-Qualified Duty MOS Report (GPFM-1650)

PCN: GPFQ-1620

REPORT TITLE: Enlisted Suspense Listing - Master

PURPOSE: Provides list of personnel actions which expire during the second
calendar quarter following the report's "As Of" date.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Header Line.
	C	PERIOD OF YYMMDD - YYMMDD - Period of report which is the 3-month calendar quarter second following the report's "As Of" date.
D		NAME - Name of individual.
E		SSN - Social Security Number.
F		GRADE - Individual's paygrade abbreviation code.
G		RECORDS AUDIT DATE - YYMMDD for date records audit is based on individual's Date of Birth.
H		ETS - YYMMDD Expiration Term of Service date.
I		EER - YYMMDD Enlisted Evaluation Report due date.
J		PHYSICAL - YYMM Physical Examination due date.
K		EXPIRED READY RESERVE OBLIG - YYMMDD Expiration Ready Reserve Obligation date.
L		EXPIRATION OF ATTACHMENT - YYMMDD Expiration of Attachment date.
M		CONDITIONAL RELEASE

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

ENLISTED SUSPENSE LISTING - MASTER
GPFQ - 1620

A   AS OF YYMMDD   PAGE XXX

PREPARED YYMMDD

B

UNiT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXX STATE XX UIC WXXXXX PRN XXX   ANALYST   MC

C

PERIOD OF YYMMDD - YYMMDD

			G				K EXPIRED	L	
D	E	F	RECORDS	H	I	J	READY	EXPIRATION	M
NAME	SSN	GRADE	AUDIT DATE	ETS	EER	PHYSICAL	RESERVE OBLIG	OF ATTACHMENT	CONDITIONAL RELEASE
XXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMM	YYMMDD	YYMMDD	YYMM	YYMMDD	YYMMDD	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMM	YYMMDD	YYMMDD	YYMM	YYMMDD	YYMMDD	YYMMDD
XXXXXXXXXXXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMM	YYMMDD	YYMMDD	YYMM	YYMMDD	YYMMDD	YYMMDD

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-8.   Enlisted Suspense Listing - Master (GPFQ-1620)

PCN: GPFRQ-1851

REPORT TITLE: Error Purge Report

PURPOSE: This report is generated because either there is no Error
Transaction File (ETF) record for an Error Control File (ECF),
or no ECF record for an ETF record. No corrective action is
required.

COLUMN	LINE	DESCRIPTION
A		STATUS - Indicates corrected, unmatched, or loss error condition.
B		BATCH NUMBER - Batch number that contained reported error.
C		ORIGINATOR CODE - Code that identifies the originator of the transaction that contained the error.
D		CONTROL NUMBER - Number assigned by the system at input of transaction.
E		DOCUMENT NUMBER - Number that was input on the Control Data Screen of the referenced transaction.
F		SSN NUMBER - Social Security Number of the individual that the erroneous transaction refers to.
G		TRANS NAME - First five characters of the Last Name of the individual the erroneous transaction refers to.
H		TRANS MNEMONIC - Mnemonic code transaction.
I		ERROR MNEMONIC - Error mnemonic generated by compatibility.
J & K		DATA FIELD 1; DATA FIELD 2 - These two fields identify the data element and data code of the element that was checked during the edit.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

SIREP1851   ERROR PURGE REPORT   PAGE XX DATE XXXXX

A STATUS	B BATCH NUMBER	C ORIGINATOR CODE	D CONTROL NUMBER	E DOCUMENT NUMBER	F SSN NUMBER	G TRANS NAME	H TRANS MNEMONIC	I ERROR MNEMONIC	J DATA FIELD1	K DATA FIELD2
CORRECTED	XX	XXX	XXXXXXXX	XXXXXXXX	123456789	XXXXX	XXXX	XXXXX	XXXXXXXX	XXXXXXXX
UNMATCHED	XX	XXX	XXXXXXXX	XXXXXXXX	123456789	XXXXX	XXXX	XXXXX	XXXXXXXX	XXXXXXXX
LOSS	XX	XXX	XXXXXXXX	XXXXXXXX	123456789	XXXXX	XXXX	XXXXX	XXXXXXXX	XXXXXXXX

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-9. Error Purge Report (GPFR-1851)

PCN: GPFD-0430

REPORT TITLE: Interface Transaction Register to Headquarters Operating
               Level

PURPOSE: Provides a list of all transactions which have been transmitted
          to the HOL on a given processing date, and a record of missing
          Control Numbers.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	ORIGINATOR CODE - Originator Code.
C		CONTROL NUMBER - Control Number.
D		DATE - Date processed.
E		NAME/UIC - If a personnel transaction, the transaction name will be printed. If an organization transaction, the Unit Identification Code will be printed.
F		SSN - Social Security Number.
G		MNEMONIC - Transaction Mnemonic.
H		TRANSACTION DATA - Action data which may be continued onto the second line.
I		TOTAL TRANSACTIONS - Total number of transactions on the report.
J		BEGINNING CONTROL NUMBER - The lowest Control Number printed on the report.
K		ENDING CONTROL NUMBER - The highest Control Number printed on the report.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

INTERFACE TRANSACTION REGISTER TO HEADQUARTERS OPERATING LEVEL
GPFD - 0430

PREPARED YYMMDD   **A**   BEGINNING YYMMDD   ENDING XXXXXX

ORIGINATOR CODE XXX   **B**   AS OF: YYMMDD   PAGE XXX

C CONTROL NUMBER	**D** DATE	**E** NAME/UIC	**F** SSN	**G** MNEMONIC	**H** TRANSACTION DATA
XXXXXXX	XXXXX	XXXXX XXX-XX-XXXX	XXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXX	XXXXX	XXXXX XXX-XX-XXXX	XXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXX	XXXXX	XXXXX XXX-XX-XXXX	XXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXX	XXXXX	XXXXX XXX-XX-XXXX	XXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXX	XXXXX	XXXXX XXX-XX-XXXX	XXXX		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

I

TOTAL TRANSACTIONS XXXX

TRANSACTION RECAP

J BEGINNING CONTROL NUMBER	**K** ENDING CONTROL NUMBER	MISSING CONTROL NUMBERS
XXXXXX	XXXXX	

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-10. Interface Transaction Register to HOL (GPFD-0430)

PCN: GPFM-1720

REPORT TITLE: JUMPS Base File List

PURPOSE: Provides list of personnel data elements that relate to military
         pay entitlements.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line and Unit Identification Line.
B		SSN - Social Security Number.
C		NAME - First five characters of individual's last name.
D		SEX - Sex of individual.
E		ST TAX CD - State Tax Code.
F		TNG PAY RET CAT - Identifies the training pay/retired category if other than "I." If "I," the data code is changed to "Y" because it is not acceptable to JUMPS.
G		NBR EXEM - Number of exemptions claimed.
H		GR CODE - Individual's paygrade abbreviation/code.
I		PEBD - Pay Entry Basic Date.
J		SGLI - Servicemen's Group Life Insurance election.
K		EMPL STAT CODE - Code generated from data elements of Technician/Selective Service Code and Civilian Employer.
L		SPEC PAY - Special Pay.

Page 1 of 3

PCN: GPFM-1720 (Continued)		
COLUMN	**LINE**	**DESCRIPTION**
M		IPAY NBR ONE DATE - Indicates the type and effective date of incentive pay over and above individual's basic pay.
N		IPAY NBR TWO DATE - Indicates a second incentive pay an individual is receiving.
O		CURR INC/TERM STAT - Current Incentive/Termination Status.
P		ASED - Aviation Service Entry Date.
Q		TFOS - Total Federal Officer Service date which is used to determine incentive pay rate for aviators.
R		BEN STAT - Code generated for JUMPS from the data element Benefit Waiver Status Code.
S		WVR CD - Code generated for JUMPS from the data element Benefit Waiver Status Code.
T		DAYS WVD - Number of days waived when an individual has other than zero for the data element Benefit Waiver Status Code.
U		ADD WH TAX - Dollar amount to be withheld for Federal Income Tax in addition to the amount withheld based on earnings.
V		ETS/UNIF ALOW DATE - Expiration Term of Service date for enlisted; Uniform Allowance entitlement date for officers.
W		UIC OF ATCH - Unit processing code, preceded by "W," that individual is attached to for pay.
X		ATCH PR NBR - Payroll number of the unit to which the individual is attached to for pay.
		Page 2 of 3

PCN: GPFM-1720 (Continued)		
COLUMN	LINE	DESCRIPTION
	Y	<u>ATTACHED</u> - This section identifies the individuals who are attached and receive pay from the unit of the report. The column information is explained above, except for the following:
Z		<u>CURR UIC</u> - Individual's current Unit Identification Code, preceded by "W."
AA		<u>EXPN DATE ATCH</u> - Date on which the individual's attachment to the unit will expire.
		Page 3 of 3

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

JUMPS BASE FILE LIST
GPFM-1720

A

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXX   UIC WXXXXX   PAYROLL NUMBER XXX

```
            F                  J       M    N    O                              V
      D E                            K                                    U        W     X
          TNG G              S   G  EMPL  NBR  NBR  INC/  P  Q              ETS/
   B   C  S ST PAY    H      G  EMPL  NBR  NBR  INC/  P  Q              ADD UNIF UIC  ATCH
         E TAX RET NBR GR    L  STAT SPEC ONE  TWO  TERM          BEN WVR DAYS WH  ALOW  OF   PR
  SSN  NAME X CD CAT EXEM CODE PEBD I CODE PAY DATE DATE STAT ASED TFOS STA CD WVD TAX DATE ATCH NBR

XXX-XX-XXX XXXXX X XX  X  XX  XXXX YYMMDD X X  X  XYYMMDD XYYMMDD X  YYMMDD YYMMDD X  X  XXX  XXX YYMMDD WXXXX XXX
XXX-XX-XXX XXXXX X XX  X  XX  XXXX YYMMDD X X  X  XYYMMDD XYYMMDD X  YYMMDD YYMMDD X  X  XXX  XXX YYMMDD WXXXX XXX
XXX-XX-XXX XXXXX X XX  X  XX  XXXX YYMMDD X X  X  XYYMMDD XYYMMDD X  YYMMDD YYMMDD X  X  XXX  XXX YYMMDD WXXXX XXX
XXX-XX-XXX XXXXX X XX  X  XX  XXXX YYMMDD X X  X  XYYMMDD XYYMMDD X  YYMMDD YYMMDD X  X  XXX  XXX YYMMDD WXXXX XXX
```

Y

ATTACHED

AA

```
            TNG                   S       IPAY IPAY CURR                        ETS/ Z
         S ST PAY    H          G  EMPL  NBR  NBR  INC/                     ADD UNIF        EXPN
         E TAX RET NBR GR       L  STAT SPEC ONE  TWO  TERM          BEN WVR DAYS WH  ALOW CURR DATE
  SSN  NAME X CD CAT EXEM CODE PEBD I CODE PAY DATE DATE STAT ASED TFOS STA CD WVD TAX DATE UIC ATCH

XXX-XX-XXX XXXXX X XX  X  XX  XXXX YYMMDD X X  X  XYYMMDD XYYMMDD X  YYMMDD YYMMDD X  X  XXX  XXX YYMMDD WXXXX XXX
XXX-XX-XXX XXXXX X XX  X  XX  XXXX YYMMDD X X  X  XYYMMDD XYYMMDD X  YYMMDD YYMMDD X  X  XXX  XXX YYMMDD WXXXX XXX
XXX-XX-XXX XXXXX X XX  X  XX  XXXX YYMMDD X X  X  XYYMMDD XYYMMDD X  YYMMDD YYMMDD X  X  XXX  XXX YYMMDD WXXXX XXX
XXX-XX-XXX XXXXX X XX  X  XX  XXXX YYMMDD X X  X  XYYMMDD XYYMMDD X  YYMMDD YYMMDD X  X  XXX  XXX YYMMDD WXXXX XXX
```

FOR OFFICIAL USE ONlY - PRIVACY ACT DATA

Figure B-11. JUMPS Base File List (GPFM-1720)

PCN: GPFM-1210

REPORT TITLE: Monthly Summary Register by Unit

PURPOSE: Provides monthly summary of all transactions, processed and
         unprocessed.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Line.
	C	TRANSACTION PROCESSED - First portion of report for processed transactions.
D		DATE - YYMMDD - transaction date.
E		NAME/UPC - Transaction name - first five characters of individual's Last Name or transaction Unit Processing Code.
F		SSN - Social Security Number.
G		MNEMONIC - Transaction Mnemonic for processed or unprocessed transactions.
H		ORIG CODE - Identifies initiator of input.
I		TRANSACTION DATA - Action data from transaction.
J		CONTROL NUMBER - Generated transaction identification number.
K		DOCUMENT NUMBER - Optional code used by SIB.
L		TOTAL TRANSACTIONS PROCESSED - Total number of transactions processed for the unit.
M		ERROR MNEMONIC - Error mnemonic for unprocessed transactions.
N		TOTAL TRANSACTIONS UNPROCESSED - Total number of transactions that were not processed for the unit.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

MONTHLY SUMMARY REGISTER BY UNIT
GPFM - 1210

```
            A

      PREPARED YYMMDD    B                                        AS OF YYMMDD      PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXX STATE XX    UIC WXXXXX   PRN XXX  ANALYST XX    MC XX

         C

TRANSACTIONS PROCESSED - - - -

            E                         H                                                    J            K
    D                   F         G                      I                            CONTROL      DOCUMENT
          NAME/                       ORIG                                            NUMBER       NUMBER
    DATE  UPC       SSN        MNEMONIC CODE       TRANSACTION DATA

    YYMMDD XXXXX XXX-XX-XXXX XXXX      XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX     XXXXXXXX
    YYMMDD XXXXX XXX-XX-XXXX XXXX      XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX     XXXXXXXX
    YYMMDD XXXXX XXX-XX-XXXX XXXX      XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX     XXXXXXXX


TOTAL TRANSACTIONS PROCESSED    XXXX


            L

TRANSACTIONS UNPROCESSED - - - -                                         M

          NAME/                       ORIG                           ERROR      CONTROL      DOCUMENT
    DATE  UPC       SSN        MNEMONIC CODE       TRANSACTION DATA   MNEMONIC   NUMBER       NUMBER

    YYMMDD XXXXX XXX-XX-XXXX XXXX      XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX     XXXXXXXX     XXXXXXXX
    YYMMDD XXXXX XXX-XX-XXXX XXXX      XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX     XXXXXXXX     XXXXXXXX
    YYMMDD XXXXX XXX-XX-XXXX XXXX      XXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX     XXXXXXXX     XXXXXXXX


         N

TOTAL TRANSACTIONS UNPROCESSED XXXX
```

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-12. Monthly Summary Register by Unit (GPFM-1210)

PCN: GPFQ-1240

REPORT TITLE: Officer/Warrant Officer Suspense Listing - Master

PURPOSE: Provides list of commissioned and warrant officers by unit, with personnel action due during next calendar quarter.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Line.
	C	PERIOD OF YYMMDD - YYMMDD - Timeframe when action came due.
D		NAME - Name of individual.
E		SSN - SM - Social Security Number of service member. Will be printed for all personnel transactions.
F		GRADE - Individual's paygrade abbreviation/code.
G		RECORDS AUDIT
H		PHYSICAL - Date of last physical examination.
I		OER - Date of end of evaluation period.
J		END DATE DUTY DEERS - Date on which individuals will terminate tour of Active Duty which has lasted for a period of 31 or more consecutive days.
K		EXPIRED READY RESERVE OBLIGATION - Date of expiration of Ready Reserve service obligation.
L		EXPIRATION OF ATTACHMENT - Date of expiration of attachment to unit.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

OFFICER/WARRANT OFFICER SUSPENSE LISTING - MASTER
GPFQ - 1240

A   AS OF YYMMDD   PAGE XXX

PREPARED YYMMDD

B
UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXX STATE XX   UIC WXXXXX   PRN XXX   ANALYST   MC

C

PERIOD OF YYMMDD - YYMMDD

D	E	F	G	H	I	J	K	L
			RECORDS			END DATE	EXPIRED READY	EXPIRATION
NAME	SSN-SM	GRADE	AUDIT	PHYSICAL	OER	DUTY DEERS	RESERVE OBLIGATION	OF ATTACHMENT
XXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMMDD	YYMM	YYMMDD	YYMMDD	YYMMDD	YYMMDD
XXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMMDD	YYMM	YYMMDD	YYMMDD	YYMMDD	YYMMDD
XXXXXXXXXXXXXXXXXX	XXX-XX-XXXX	XXX	YYMMDD	YYMM	YYMMDD	YYMMDD	YYMMDD	YYMMDD

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-13. Officer/Warrant Officer Suspense
Listing - Master (GPFQ-1240)

PCN: GPFM-1870

REPORT TITLE: Organization Personnel Strength Data (J-Card)

PURPOSE: Provides record of Military Personnel Class (MPC) for each unit
in a state. This will be done in the form of magnetic tape.

COLUMN	LINE	DESCRIPTION
1 - 3	1	BLANK
4	2	SCLAS - Literal "U"
5	3	TRANS CODE - Literal "C"
6 - 8	4	CARD TYPE - Literal "J"
9 - 14	5	UIC - Unit Identification Code as shown on SIDPERS Organization File (SOF).
15 - 16	6	TPERS - Type Personnel; coded as "AC" for commissioned officers, "AW" for warrant officers, and "AE" for enlisted personnel.
17 - 32	7 - 9	BLANK
33 - 37	10	ASGD - Assigned strength by MPC obtained from the Personnel File (PF). If blank, 00000 will be printed.
38 - 42	11	BLANK
43 - 48	12	PICDA - Last day of report month, coded as YYMMDD.
49 - 80	13-18	BLANK

PCN: GPFR-1790

REPORT TITLE: Personnel Qualification Record

PURPOSE: Provides user/individual member a hard copy printout of all
information in a SIDPERS database file.

COLUMN	FIELD	DESCRIPTION
	A	SECTION A - PERSONNEL DATA - Unique data applicable to officer/warrant/enlisted.
	1	MPC CODE - Military Personnel Class and data code.
	2	SEX CODE - Individual's sex and code.
	3	NAME IND - Individual's name. 27 characters of Last Name, First Name, and Middle Initial (as room permits).
	4	SSN SM - Social Security Number of service member.
	B	SECTION B - GRADE DATA - Unique data applicable to officer/warrant/enlisted.
	1	PAY GRADE - Two-character pay grade identifier.
	2	GR ABBR/CODE - Grade abbreviation and code.
	3	EFF DATE GR - Effective date of pay grade.
	4	DOR RES - Date of Rank - Reserve.
	5	GR CH WVR - Grade change waiver.
	6	GR HOW ACQ CODE - Grade how acquired code.

Page 1 of 13

PCN: GPFR-1790 (Continued)

COLUMN	FIELD	DESCRIPTION
	C	SECTION C - ORGANIZATION DATE - Unique data applicable to officer/warrant/enlisted.
	1	PREV UPC - Unit Processing Code of unit to which member was previouly assigned.
	2	CUR UPC - UPC of current unit.
	3	DY POSN - Duty position.
	4	POSN NBR EX IND/CODE - Position number - excess individual and code.
	5	DY POSN QUAL/CODE - Duty position qualification code.
	6	ASG LOSS RSN/DATE/CODE - Assignment loss reason/date/code reassignment.
	7	CURR ORGN ID - Current organizational identification.
	8	AUTH LINE DSG - Authorized line designator.
	9	AUTH PARA DSG - Authorized paragraph designator.
	10	ATCH/CODE - Attachment code.
	11	TYPE-ATCH/CODE - Type attachment and code.
	12	UPC ATCH - Unit Processing Code of attachment.
	13	EFF DATE OF ATCH - Effective date of attachment.
	14	EXPN DATE OF ATCH - Expiration date of attachment.
	15	CURR PROC - Current procurement.

Page 2 of 13

PCN: GPFR-1790 (Continued)		
COLUMN	**FIELD**	**DESCRIPTION**
		SECTION C - ORGANIZATION DATE (Continued)
	16	DATE CURR PROC - Date of current procurement.
	17	INIT PROC - Initial procurement.
	18	DATE INIT PROC - Date of initial procurement.
	19	EXPN RDY RES OBLG DATE - Expiration of Ready Reserve obligation date.
	20	EXPN STAT MIL OBLG DATE - Expiration of statutory military obligation date.
	D	SECTION D - PAY DATA - Unique data applicable to officer/warrant/enlisted.
	1	PEBD - Pay Entry Basic Date.
	2	ADD WH TAX - Additional withholding tax.
	3	SP PAY/CODE - Special pay and code.
	4	ST TAX CODE - State tax code.
	5	NBR EXEM - Number of exemptions.
	6	SGLI ELEC/CODE - Servicemen's Group Life Insurance election and code.
	7	CURR AERO RT/CODE - Current aeronautical rating and code.
	8	IPAY NBR ONE/DATE/CODE - Incentive pay #1 date and code.
	9	IPAY NBR TWO/DATE/CODE - Incentive pay #2 date and code.
	10	TNG PAY/RET CAT/CODE - Training pay retirement category and code.

Page 3 of 13

COLUMN	FIELD	DESCRIPTION
		SECTION D - PAY DATE (Continued)
	11	BENEF STAT WVR/CODE - Benefit status waiver and code.
	12	DAYS WVD - Days waived.
	13	ATCH PR NBR - Atachment payroll number.
	14	CURR INC TERM STAT/CODE - Current incentive termination status and code.
	15	DATE INC TERM STAT - Date of incentive termination status.
	E	SECTION E - TRAINING/EDUCATION DATA - Unique data applicable to officer/warrant/enlisted.
	1	TNG STAT/DATE/CODE - Training status, date and code.
	2	CIV EDUC LEVEL/CODE - Civilian education level and code.
	3	MAJ SUBJ COL EDUC/CODE - Major subject college education and code.
	4	ROTC IDENT/CODE - ROTC identification code.
	5	FIRST LANG IDENT/CODE - First language identification and code.
	6	RES MGIB ELIG STAT/CODE - Reserve MGIB eligibility status and code.
	7	MO OBL SVC REMAIN - Months of obligated military service remaining.
	8	RES MGIB RECOUP STAT - Reserve MGIB recoupment status.
	9	DATE RES MGIB ELIG START - Date Reserve MGIB eligibility starts.

PCN: GPFR-1790 (Continued)

Page 4 of 13

PCN: GPFR-1790 (Continued)

COLUMN	FIELD	DESCRIPTION
		SECTION E - TRAINING/EDUCATION DATA (Continued)
	10	DATE RES MGIB ELIG STOP - Date Reserve MGIB eligibility stops.
	F	SECTION F - INDIVIDUAL DATA - Unique data applicable to officer/warrant/enlisted.
	1	DOB - Date of birth.
	2	RACE/POP GRP/CODE - Race/population group and code.
	3	ETH GRP/CODE - Ethnic group and code.
	4	STREET ADDR - Street address.
	5	ADDR CITY - City address.
	6	ST-CNTRY/ZIP - State, country, and ZIP Code address.
	7	MARTL STAT/CODE - Marital status and code.
	8	DEPN NBR - Number of dependents.
	9	NBR MO ACT FED SVC - Number of months active Federal service.
	10	REL DENOM CODE - Religious denomination and code.
	11	BREAK MIL STAT CODE - Break in military status code.
	12	DATE INIT ENT RC - Date of initial entry into Reserve component.
	13	CIV EMPL/CODE - Civilian employer and code.
	14	CIV OCC/CODE - Civilian occupation and code.

Page 5 of 13

PCN: GPFR-1790 (Continued)		
COLUMN	FIELD	DESCRIPTION
		SECTION F - INDIVIDUAL DATA (Continued)
	15	RET WVR - Retention waiver code.
	16	DATE END EVAL PD - Ending date of evaluation period.
	17	PRIV ACT DSP RCD - Privacy Act disputed record.
	18	LOCAL DATA PER - Local data - personnel.
	19	QUAL SEL IDENT/DATE - Qualitative/selective retention identifier and date.
	G	SECTION G - ENLISTED UNIQUE DATA
	1	ETS DATE - Expiration term of service date.
	2	SRC ORIG ENLSTMT INDCTN - Source of original enlistment or induction code.
	3	ENLSTMT OPT PD/CODE - Enlistment option period and code.
	4	TERM ENL RES - Term of enlistment - Reserve.
	5	NBR EXT ENL - Number of extensions of enlistment.
	6	CUM MOS EXT - Cumulative months of extension.
	7	MOS CURR EXT - Months of current extension.
	8	PRO PAY STAT/CODE/DATE - Proficiency pay status, code and date.
	9	AFQT PCTL - Armed Forces Qualification Test score group and code.

Page 6 of 13

COLUMN	FIELD	DESCRIPTION
		PCN: GPFR-1790 (Continued)

COLUMN	FIELD	DESCRIPTION
		SECTION G - ENLISTED UNIQUE DATA (Continued)
	10	AFQT SCORE GPS/SCORE - Armed Forces Qualification Test score group and code.
	11	NCO EDUC/CODE - NCO education and code.
	12	NCO EDUC ENRLD/CODE - NCO education enrolled and code.
	13	ENLSTMT WVR COND/CODE 1 - Enlistment waiver condition and code, #1.
	14	ENLSTMT WVR COND/CODE 2 - Enlistment waiver condition and code, #2.
	15	ENLSTMT WVR COND/CODE 3 - Enlistment waiver condition and code, #3.
	16	PMOSD ENLD - Primary Military Occupational Specialty Designator - Enlisted.
	17	ASI PMOSD ENLD - Additional skill identifier for PMOSD.
	18	PMOSD ENLD BASIS ACQ/CODE - Basis for acquiring PMOSD related code.
	19	SMOSD ENLD - Secondary Military Occupational Specialty Designator - Enlisted.
	20	ASI SMOSD ENLD - Additional skill identifier for SMOSD.
	21	AMOSD ENLD - Additional MOS Designator - Enlisted.
	22	ASI AMOSD ENLD - Additional skill identifier for AMOSD.

Page 7 of 13

COLUMN	FIELD	DESCRIPTION
		SECTION G - ENLISTED UNIQUE DATA (Continued)
	23	**ENLSTMT REENL BONUS ENTL/CODE** - Enlistment or reenlistment bonus entitlement and code.
	24	**ENLSTMT REENL BONUS AUTH/CODE** - Enlistment or reenlistment bonus authorization and code.
	25	**DATE ENLSTMT REENL BONUS** - Date of enlistment or re-enlistment bonus.
	26	**ENLSTMT REENL BONUS MOS** - Enlistment or reenlistment bonus Military Occupational Specialty.
	27	**NBR ENLSTMT REENL BONUS** - Number of enlistment or reenlistment bonus.
	28	**DATE CURR ENLSTMT** - Date of current enlistment.
	29	**DATE CURR XTNSN** - Date of current extension.
	30	**DATE CURR REENL** - Date of current reenlistment.
	G	**SECTION G - OFFICER-WARRANT UNIQUE DATA**
	1	**SRC CMSN WRNT/CODE** - Source of commission or warrant, and code.
	2	**MAND REM RSN/CODE** - Mandatory removal reason and code.

Page 8 of 13

COLUMN	FIELD	DESCRIPTION
		PCN: GPFR-1790 (Continued)

COLUMN	FIELD	DESCRIPTION
		SECTION G - OFFICER-WARRANT UNIQUE DATA (Continued)
	3	DATE MAND REM - Date of mandatory removal.
	4	DATE PROJ PROM ELIG - Date of projected promotion eligibility.
	5	APT WVR COND/CODE 1 - Appointment waiver condition and code, #1.
	6	APT WVR COND/CODE 2 - Appointment waiver condition and code, #2.
	7	APT WVR COND/CODE 3 - Appointment waiver condition and code, #3.
	8	APT WVR COND/CODE 4 - Appointment waiver condition and code, #4.
	9	CMSND WO SVC DATE - Commissioned or warrant officer service date.
	10	AVN SVC ENTRY DATE - Aviation service entry date.
	11	COMD STA/CODE - Command status and code.
	12	HI MIL COL CRS COMPL - Highest military college or course completed.
	13	BR SCH ENRL - Branch school enrolled.
	14	BR SCH COMPL - Branch school completed.
	15	CRS LEVEL ENRL - Course level enrolled.
	16	TFOS - Total Federal Officer Service Date.

Page 9 of 13

PCN: GPFR-1790 (Continued)

COLUMN	FIELD	DESCRIPTION
		SECTION G - OFFICER-WARRANT UNIQUE DATA (Continued)
	17	DATE EXEC 6 YR SVC - Date of execution of a 6-year service obligation.
		SECTION G - WO UNIQUE DATA
	1	PMOSD WO - Primary MOS Designator - Warrant Officer.
	2	ASI PMOSD WO - Additional skill identifer for PMOSD.
	3	AMOSD WO - Additional MOS Designator - Warrant Officer.
	4	ASI AMOSD WO - Additional skill identifier for AMOSD.
		SECTION G - CO UNIQUE DATA
	1	BASIC BR - Basic branch of service.
	2	DTL BR - Detail branch.
	3	ASI PSSI - Additional skill identifier for Primary Specialty Skill Identifier for officers.
	4	ASI SSSI - Additional skill identifier for Secondary Specialty Skill Identifier for officers.
	5	ASI ASSI - Additional skill identifier for Additional Specialty Skill Identifier for officers.
	6	PROM CONS/DATE/CODE - Promotion consideration date and code.
	7	PSSI - Primary Specialty Skill Identifier.
	8	SSSI - Secondary Specialty Skill Identifier.

Page 10 of 13

COLUMN	FIELD	DESCRIPTION
		SECTION G - CO UNIQUE DATA (Continued)
	9	ASSI - Additional Specialty Skill Identifier.
	10	DSG CONT SP - Designated Control Specialty.
	11	PROF MIL ID - Professional military education
	H	SECTION H - FULL-TIME DATA
	1	ACT STAT PROG/CODE - Active status program and code.
	2	TECH SSVC/CODE - Technician/selective service code.
	3	CIV GR - Civilian grade.
	I	SECTION I - SECURITY DATA - Applicable to OFF/WO/EM.
	1	SCTY INVES STAT/CODE - Security investigation status and code.
	2	SCTY CLNC/CODE - Security clearance and code.
	3	DATE SCTY CLNC - Date of security clearance.
	4	CTZSP STAT US ORGN/CODE - Citizenship status for US - origin and code.
	J	SECTION J - PHYSICAL DATA - Applicable to OFF/WO/EM.
	1	YR MO LAST PHY EX - Year and month of last physical examination.
	2	PHY PRFL SER - Physical profile serial.

PCN: GPFR-1790 (Continued)

Page 11 of 13

PCN: GPFR-1790 (Continued)		
COLUMN	**FIELD**	**DESCRIPTION**
		<u>SECTION J - PHYSICAL DATA</u> (Continued)
	3	<u>WT IND</u> - Weight of individual, in pounds.
	4	<u>HT IND</u> - Height of individual, in inches.
	5	<u>PHY CAT</u> - Physical category.
	K	<u>SECTION K - RETIREMENT DATA</u> - Applicable to OFF/WO/EM.
	1	<u>RYE DATE</u> - Retirement year ending date.
	2	<u>CUM RET PT</u> - Cumulative retirement points.
	3	<u>SUR BEN OPT/CODE</u> - Survivor benefit plan option selected and code.
	4	<u>SUR BEN ELEC COV/CODE</u> - Survivor benefit plan election coverage and code.
	5	<u>SUR BEN ELEC STAT/CODE</u> - Survivor benefit plan election status and code.
	6	<u>DATE SBP ELEC STAT</u> - Date of survivor benefit plan election.
	7	<u>TOT YR SAT SVC RT</u> - Total years of satisfactory Federal service for retirement.
	8	<u>TWENTY YR CER STAT/CODE</u> - 20 Year Certificate status and code.
		Page 12 of 13

COLUMN	FIELD	DESCRIPTION
		PCN: GPFR-1790 (Continued)

COLUMN	FIELD	DESCRIPTION
		SECTION L - ARMY PHYSICAL FITNESS TEST DATA
	1	APFT RESULT - Army physical fitness test result.
	2	APFT SCORE - Army physical fittness test score.
	3	YR/MO TEST - Year and month tested.
	4	RSN INELIG - RSN Ineligiblity Army physical fitness test.
	5	PREV APFT RESULT - Previous Army physical fitness test result.
	6	PREV APFT SCORE - Previous Army physical fitness test score.
	7	PREV YR/MO TEST - Previous year and month tested.
	M	SECTION M - BAQ DATA
	1	BAQ DEP TYPE - BAQ Dependent type.
	2	BAQ PRIME DEP - BAQ primary dependent.
	3	BAQ EFF DATE - BAQ effective date.
	4	BAQ STATUS - BAQ status.

Page 13 of 13

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PERSONNEL QUALIFICATION RECORD
GPFR-1790

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

A

SECTION A - PERSONNEL DATA

1 MPC CODE X XXXXXXXXXXXXXXXXXXXXX   3 NAME IND XXXXXXXXXXXXXXXXXXXXXXXXXXX
2 SEX CODE X XXXXXX   4 SSN SM   XXX-XX-XXXX

B

SECTION B - GRADE DATA

1 PAY GRADE   XX   3 EFF DATE GR   YYMMDD   5 GR CH WVR   XXXXXXXXXXXXXXXXXXXXXXXXXX
2 GR ABBR/CODE X XXX   4 DOR RES   YYMMDD   6 GR HOW ACQ-CODE X XXXXXXXXXXXXXXXXXX

C

SECTION C - ORGANIZATION DATA

 1 PREV UPC   XXXXX   11 TYPE ATCH/CODE   XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 2 CUR UPC   XXXXX   12 UPC ATCH   XXXXX
 3 DY POSN   XXXXXXXXX   13 EFF DATE OF ATCH   YYMMDD
 4 POSN NBR EX IND/CODE XXXX XXXXXXXXXXXXXXXXXXXXX   14 EXPN DATE OF ATCH   YYMMDD
 5 DY POSN QUAL/CODE   X XXXXXXXX   15 CURR PROC   XXXX
 6 ASG LOSS RNS/DATE/CODE XX YYMMDD XXXXXXXXXXXXXXXXX 16 DATE CURR PROC   YYMMDD
 7 CURR ORGN ID   X XXXXXXXXXXXXXXXXXXXXXX   17 INIT PROC   XXXX
 8 AUTH LINE DSG   XXX   18 DATE INIT PROC   YYMMDD
 9 AUTH PARA DSG   XXXX   19 EXPN RDY RES OBLG DATE YYMMDD
10 ATCH/CODE   X XXXXXXXXXXXXXXXXXXXXXX   20 EXPN STAT MIL OBLG DATE YYMMDD

D

SECTION D - PAY DATA

1 PEBD   YYMMDD   9 IPAY NBR TWO/DATE/CODE X YYMMDD XXXXX
2 ADD WH TAX   XXX   10 TNG PAY RET CAT/CODE   X XXXXXXXXXXXXXXXXXXXXXXX
3 SP PAY/CODE   X XXXXXXXXXXXXXXXXXXXXXXXX   11 BENEF STAT WVR/CODE   X XXXXXXXXXXXXXXXXXXXXXXXXXX
4 ST TAX CODE   XX   12 DAYS WVD   XXX
5 NBR EXEM   XXX   13 ATCH PR NBR   XXX
6 SGLI ELEC/CODE   X XXXXXXXXX   14 CURR INC TERM STAT/CODE X XXXXXXXXXXXXXXXXXXXXXXXXXXXX
7 CURR AERO RT/CODE   X   15 DATE INC TERM STAT   YYMMDD
8 IPAY NBR ONE/DATE/CODE X YYMMDD XXXXX

E

SECTION E - TRAINING/EDUCATION DATA

1 TNG STAT/DATE/CODE   X YYMMDD XXXXXXXXXXXXXXXXXXXXXXXXXXX   7 MO OBL SVC REMAIN   X
2 CIV EDUC LEVEL/CODE   X XXXXXXXXXXXXXXXXXXX   8 RES NGIB RECOUP STAT   X XXXXXXXXXXXXXXXXXXXX
3 MAJ SUBJ COL EDUC/CODE XXX XXXXXXXXXXXXXXXXXXXXX   9 DATE RES NGIB ELIG START YYMMDD
4 ROTC IDENT/CODE   XXXXX XXXXXXXXXX X YEARS XXX   10 DATE RES NGIB ELIG STOP YYMMDD
5 FIRST LANG IDENT/CODE X XXXXXXXXXXXXXXXXXXXXXXXXX
6 RES NGIB ELIG STAT/CODE X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-14a. Personnel Qualification Record (GPFR-1790) Sections A - E

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PERSONNEL QUALIFICATION RECORD
PCN GPFR-1790

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXX   SSN: XXX-XX-XXXX

F

SECTION F - INDIVIDUAL DATA

1	DOB	YYMMDD	11 BREAK MIL STAT/CODE	X XXXXXXXXXXXXXXXXXXXXX
2	RACE POP GRP/CODE	X XXXXXXX	12 DATE INIT ENT RC	YYMMDD
3	ETH GRP/CODE	X XXXXXXXXXXXXXXXXXXXXXXXX	13 CIV EMPL/CODE	X XXXXXXXXXXXXXXXXXXX
4	STREET ADDR	XXXXXXXXXXXXXXXXXXXXXXXXXXX	14 CIV OCC/CODE	XXX XXXXXXXXXXXXXXXXXXXXXXXXX
5	ADDR CITY	XXXXXXXXXXXXXXXXX	15 RET WVR	XXX XXXXXXXXXXXXXXXXXXXXXXXXX
6	ST-CNTRY/ZIP	XX XXXXX	16 DATE END EVAL PD	YYMMDD
7	MARTL STAT/CODE	X XXXXXXXXXXXXXXX	17 PRIV ACT DSP RCD	X XXXXXXXXXXXXXXXXXXXXX
8	DEPN NBR	X	18 LOCAL DATA PERS	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
9	NBR MO ACT FED SVC	XXX	19 QUAL SEL IDENT/DATE	X YYMMDD
10	REL DENOM CODE	XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		

G

SECTION G - ENLISTED UNIQUE DATA

	ETS DATE	YYMMDD	17 ASI PMOSD ENLD	XX
	RC ORIG ENLSTMNT INDCTN	X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	18 PMOSD ENLD BASIS ACQ/CODE	X XXXXXXXXXXXXXXXXXXXXXX
	ENLSTMT OPT PD/CODE	X XXXXXXXXXXXXXXX	19 SMOSD ENLD	XXXXX
4	TERM ENL RES	XXX	20 ASI SMOSD ENLD	XX
5	NBR EXT ENL	X	21 AMOSD ENLD	XXXXX
6	CUM MOS EXT	XXX	22 ASI AMOSD ENLD	XX
7	MOS CURR EXT	XXX	23 ENLSTMT REENL BONUS ENTL/CODE	X XXXXXXXXXXXXXXXXXXXXXX
8	PRO PAY STAT/CODE/DATE	X XXXXXXXXXXXXXXXXXX	24 ENLSTMT REENL BONUS AUTH/CODE	X XXXXXXXXXXXXXXXXXX
9	AFQT PCTL	XXX	25 DATE ENLSTMT REENL BONUS	YYMMDD
10	AFQT SCORE GPS/CODE	X XXXXXXXXXX	26 ENLSTMT REENL BONUS MOS	XXX
11	NCO EDUC/CODE	X XXXXXXXXXXXXXX	27 NBR ENLSTMT REENL BONUS	X
12	NCO EDUC ENRLD/CODE	X XXXXXXXXXXXXXXXXXXXXXX	28 DATE CURR ENLSTMT	YYMMDD
13	ENLSTMT WVR COND/CODE 1	XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	29 DATE CURR XTNSN	YYMMDD
14	ENLSTMT WVR COND/CODE 2	XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	30 DATE CURR REENL	YYMMDD
15	ENLSTMT WVR COND/CODE 3	XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
16	PMOSD ENLD	XXXXX		

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-14b.   Personnel Qualification Record (GPFR-1790) Sections F & G

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PERSONNEL QUALIFICATION RECORD
PCN GPFR-1790

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

G

SECTION G - OFFICER-WARRANT OFFICER UNIQUE DATA

```
1 SRC CMSN WRNT/CODE     X XXXXXXXXXXXXXXXXXXXXXX    10 AVN SVC ENTRY DATE     YYMMDD
2 MAND REM RSN/CODE      X XXXXXXXXXXXXXXXXXXXXXXX   11 COMD STA/CODE          X XXXXXXXXXXXX
3 DATE MAND REM          YYMMDD                      12 HI MIL COL CRS COMPL   X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
4 DATE PROJ PROM ELIG    YYMMDD                      13 BR SCH ENRL            XX
5 APT WVR COND/CODE 1    X XXXXXXXXXXXXXXXXXXXXXXXXX  14 BR SCH COMPL           XX
6 APT WVR COND/CODE 2    X XXXXXXXXXXXXXXXXXXXXXXXXX  15 CRS LEVEL ENRL         X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
7 APT WVR COND/CODE 3    X XXXXXXXXXXXXXXXXXXXXXXXXX  16 TFOS                   YYMMDD
8 APT WVR COND/CODE 4    X XXXXXXXXXXXXXXXXXXXXXXXXX  17 DATE EXEC 6 YR SVC OBL YYMMDD
9 CMSND WO SVC DATE      YYMMDD
```

WO UNIQUE DATA

```
1 PMOSD WO        XXXXX              3 AMOSD WO       XXXXX
2 ASI PMOSD WO    XX                 4 ASI AMOSD WO   XX
```

CO UNIQUE DATA

```
1 BASIC BR             XX                  7 PSSI           XXX
2 DTL BR               XX                  8 SSSI           XXX
3 ASI PSSI             XX                  9 ASSI           XXX
4 ASI SSSI             XX                 10 DSG CONT SP     XX
5 ASI ASSI             XX                 11 PROF MIL ED     X XXXXXXXXXXXXXX
6 PROM CONS/DATE/CODE  X YYMMDD XXXXXXXXXXXXXXXXXXX
```

```
            H                                        I

SECTION H - FULL-TIME DATA                  SECTION I - SECURITY DATA

1 ACT STAT PROG/CODE   X XXXXXXXXXXXXXXXXXXXXX   1 SCTY INVES STAT/CODE   X XXXXXXXXXXXXXXXXXXXXXXXXXXX
2 TECH SSVC/CODE       X XXXXXXXXXXXXXXX         2 SCTY CLNC/CODE         X XXXXXXXXXXXXXXXXXXXXXXXXXXX
3 CIV GR               XXXX                      3 DATE SCTY CLNC         YYMMDD
                                                 4 CTIZSP STAT US ORGN/CODE X XXXXXXXXXXXX
```

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-14c.   Personnel Qualification Record (GPFR-1790) Sections G - I

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PERSONNEL QUALIFICATION RECORD
PCN GPFR-1790

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

J   K

SECTION J - PHYSICAL DATA   SECTION K - RETIREMENT DATA

1 YR MO LAST PHY EX   YYMM   1 RYE DATE   MMDD
2 PHY PRFL SER   XXXXXX   2 CUM RET PT   XXXX
3 WT IND   XXX   3 SUR BEN OPT/CODE   X XXXXXXXXXXXXXXXXX
4 HT IND   XX   4 SUR BEN ELEC COV/CODE   X XXXXXXXXXXXXXXXXX
5 PHY CAT   X   5 SUR BEN ELEC STAT/CODE XXXXXXXXXXXXXXXXXXXXXXXXXXXX X
                                                    6 DATE SBP ELEC STAT   YYMMDD
                                                    7 TOT YR SAT SVC RT   XX
                                                    8 TWENTY TY CER STAT/CODE X XXXXXXXXXXXXXXXX

L   M

SECTION L - ARMY PHYSICAL FITNESS TEST DATA   SECTION M - BAQ DATA

  PFT RESULT   XXXXXXX   1 BAQ DEP TYPE   XXXXXXXXXXX
  PFT SCORE   XXX   2 DOB PRIM DEP   YYMMDD
3 YR/MO TEST   YYMM   3 BAQ EFF DATE   YYMMDD
4 RSN INELIG   XXXXXXXXXXXXXXX   4 BAQ STATUS   XXXXXXXXXXX
5 PREV APFT RESULT   XXXXXXX
6 PREV APFT SCORE   XXX
7 PREV YR/MO TEST   YYDD

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-14d. Personnel Qualification Record (GPFR-1790) Sections J - M

PCN: GPFD-0880

REPORT TITLE: Personnel Transaction Register by Unit

PURPOSE: Provides hard copy daily record of all personnel/unit trans-
actions processed and unprocessed, by unit, plus a monthly
summary of all processed/unprocessed transactions remaining
on file.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	Unit Identification Line.
	C	TRANSACTION PROCESSED - First portion of report for processed transactions.
D		DATE - Year, month, and date of transaction (YYMMDD).
E		NAME/UPC - If a personnel transaction, the transaction name will be printed; if an organization transaction, the transaction Unit Processing Code will be printed.
F		SSN - Social Security Number.
G		MNEMONIC - Transaction mnemonic.
H		ORIG CODE - Originator code.
I		TRANSACTION DATA - Action data from the transaction.
J		CONTROL NUMBER - Generated transaction ID number.
K		DOCUMENT NUMBER - Optional code used by the SIB.
L		TOTAL TRANSACTIONS PROCESSED - The total number of trans- actions that were processed for the unit.
M		ERROR MNEMONIC - The error mnemonic for the unprocessed transaction.
N		TOTAL TRANSACTIONS UNPROCESSED - The total number of transactions that were unprocessed for the unit.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

PERSONNEL TRANSACTION REGISTER BY UNIT
GPFD - 0880

A

PREPARED YYMMDD   B   AS OF YYMMDD   PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXX STATE XX   UIC WXXXXX   PRN XXX   ANALYST XX MC XX

                                   C
TRANSACTIONS PROCESSED----

        E   H   J   K
   D   F   G   I   CONTROL DOCUMENT
        NAME/   ORIG   NUMBER   NUMBER
   DATE UPC   SSN   MNEMONIC CODE   TRANSACTION DATA

YYMMDD XXXXX XXX-XX-XXXX XXXX   XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX
YYMMDD XXXXX XXX-XX-XXXX XXXX   XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX XXXXXXXX

        L

TOTAL TRANSACTIONS PROCESSED   XXXX

                                                                                  M

        NAME/   ORIG   ERROR   CONTROL DOCUMENT
         UPC   SSN   MNEMONIC CODE   TRANSACTION DATA   MNEMONIC   NUMBER   NUMBER
  DATE

YYMMDD XXXXX XXX-XX-XXXX XXXX   XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX   XXXXXXXX XXXXXXXX
YYMMDD XXXXX XXX-XX-XXXX XXXX   XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX   XXXXXXXX XXXXXXXX

        N

TOTAL TRANSACTIONS UNPROCESSED   XXXX

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-15.   Personnel Transaction Register by Unit (GPFD-0880)

PCN: GPFD-0440

REPORT TITLE: Transaction Register to Military Pay Branch

PURPOSE: Provides a printout of JUMPS transactions created by personnel
transactions input into SIDPERS, and the interface file created
for the Military Pay Branch.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
	B	UNIT - Name of organization from SIDPERS Organization file.
C		UIC - Unit Identification Code.
D		PAYROLL NUMBER - Unit payroll number.
E		TRANS IDENT NUMBER - Transaction Identification Number.
F		SSN - Social Security Number of service member.
G		NAME IND - Last five characters of individual's last name.
H		TRANSACTION DATA - Transaction data, such as JUMPS data, Site Identification, Previous Unit Identification Number, and State Tax Code.
I		SIDPERS CONTROL NUMBER
	J	TOTAL TRANSACTIONS
		CERTIFICATION - I CERTIFY INFORMATION CONTAINED HEREON THAT SUPPORTS AND CREATES PAY TRANSACTIONS HAVE BEEN VERIFIED FROM SOURCE DOCUMENTS:

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

TRANSACTION REGISTER TO MILITARY PAY BRANCH
GPFD - 0440

A

PREPARED YYMMDD   **B**   **C**   **D**   AS OF YYMMDD   PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   UIC XXXXXX   PAYROLL NUMBER XXX

E   **I**

TRANS IDENT NUMBER	**F** SSN	**G** NAME IND	**H** TRANSACTION DATA		SIDPERS CONTROL NUMBER
X	XXX-XX-XXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXX
X	XXX-XX-XXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXX
X	XXX-XX-XXXX	XXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXX

J TOTAL TRANSACTIONS   XXX

CERTIFICATION

I CERTIFY INFORMATION CONTAINED HEREON THAT SUPPORTS AND CREATES PAY
TRANSACTIONS HAVE BEEN VERIFIED FROM SOURCE DOCUMENTS:

_____
(Signature of MILPO or Authorized Representative)

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-16.   Transaction Register to MPB (GPFD-0440)

PCN: GPFM-1710

REPORT TITLE: Unit Manning Report

PURPOSE: Provides hard copy roster of required/authorized positions, by
unit and by MTOE/TDA, with personnel assigned, attached, inactive
National Guard, and excess or overstrength.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header Line.
B		UNIT - Unit name.
C		UIC - Unit Identification Code.
D		PR NBR - Unit payroll number.
E		DOCUMENT NUMBER - Document number.
F		POSN NBR - Position number code for excess individuals (reference NGB Pam 25-10).
G		PARA - Paragraph designator of authorized position as shown in MTOE/TDA.
H		LIN - Line designator of authorized position as shown in MTOE/TDA.
I		PARA TITLE - MTOE/TDA paragraph title (lead line).
		POSITION TITLE - MTOE/TDA authorized position title.
		NAME - Name of individual assigned reference MTOE/TDA position (maximum 27 characters).
J		SSN - Social Security Number of service member.
K		GR - First line: grade authorized by MTOE/TDA.
		Second line: first three positions of grade abbreviation and code of individual assigned to position.

Page 1 of 4

PCN: GPFR-1710 (Continued)

COLUMN	LINE	DESCRIPTION
L		BR - Identifies service branch for officers. "WO," "SW," or "MW" for warrant officers. Blank for enlisted if the first three characters of the grade abbreviation/code are other than for Specialist. "NC" indicates grades E-5 through E-9.
M		ID - Authorized personnel identity as shown in MTOE/TDA.
		SEX - Code identifying individual as male or female.
N		POSC - First line: indicates assigned Primary Occupational Specialty Code from MTOE/TDA.
		PSSI - PMOSD - Second Line: indicates assigned Primary Specialty Skill Identifier for officer, Primary Military Occupational Specialty Code Designator for warrant and enlisted.
O		ASI - Additional skill identifier.
P		LIC - Duty language identity.
Q		SSSI - Secondary Specialty Skill Identifier. AMOSD - Additional MOS for warrant officer. SMOSD - Secondary MOS for enlisted personnel.
R		DSSI - Duty Specialty Skill Identifier. DMOSD - Duty MOS for warrant or enlisted.
S		QUAL - Code signifies duty position qualification.
T		CLNC - Security clearance condition.

Page 2 of 4

PCN: GPFR-1710 (Continued)		
COLUMN	LINE	DESCRIPTION
U		ATCH - Indicates unit payroll number for attached personnel.
V		REMARKS - "MOS MISMATCH" will be printed when there is a mismatch of POSC between SASF and PF.
		LOCAL DATA - For local personnel data use.
W		9992 - Code indicating position number of excess individual assigned extra TDA position.
X		STANDARD TITLE HEADING - followed by personnel data for individuals assigned to extra TDA positions.
	Y	STANDARD TITLE HEADING - followed by personnel data for attached personnel.
	Z	STANDARD TITLE HEADING - followed by personnel data for individuals that have been assigned but not reported to unit.
	1	999D - Code indicating position number of excess individuals that are an in-service recruitment or interstate transfer.
	2	STANDARD TITLE HEADING - followed by personnel data for individual's who are in excess.
3		EXCESS - The total number of individuals that are in excess TDA positions.
4		VACANT - The total number of vacant positions.
	5	RECAP BY GRADE - Recapitulation by grade to include totals for officer, warrant, enlisted, and aggregate total.

Page 3 of 4

COLUMN	LINE	DESCRIPTION
		PCN: GPFR-1710 (Continued)
	6	<u>TOTAL REQD</u> - Total positions required by grade in the MTOE/TDA.
	7	<u>TOTAL AUTH</u> - Total positions authorized by grade in the MTOE/TDA.
	8	<u>ASSIGNED</u> - Total assigned individuals, by grade.
	9	<u>QUALIFIED</u> - Total qualified individuals, by grade.
	10	<u>EXTRA TDA</u> - Total number of individuals by grade assigned to extra TDA positions.
	11	<u>ING</u> - Total number of individuals by grade assigned to the inactive Army National Guard.
	12	<u>ATTACHED</u> - Total number of individuals by grade assigned to the unit.
	13	<u>NOT JOINED</u> - Total number of individuals by grade that are assigned but have not reported to the unit.

Page 4 of 4

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

UNIT MANNING REPORT
GPFM - 1710

A

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX
          B   C   D   E   UNIT PAGE NBR XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   UIC WXXXXX PR NBR XXX DOCUMENT NBR XXXXXXXXX

```
              I                              N    O  P Q        S T U
  F    G   H                            K  L  M   POSC A  L SSSI   Q C A        V
           PARA TITLE          J            BR ID PSMI S  I AMOSD DSSI U L T
 POSN  PARA LIN POSITION TITLE       GR           PMOSD I  C SMOSD DMOSD A N C   REMARKS
 NBR            NAME           SSN         SEX              L C H                LOCAL  DATA

       XXXX     XXXXXXXXXXXXXXXXXXXXX

       XXXX XXX XXXXXXXXXXXXXXXXXXXXX          XX XX X  XXXXX XX XX          X   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX            XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XX X  XXXXX XX XX XXXXX XXXXX X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

       XXXX XXX XXXXXXXXXXXXXXXXXXXXX          XX XX X  XXXXX XX XX          X   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX            XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XX X  XXXXX XX XX XXXXX XXXX  X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

       XXXX XXX XXXXXXXXXXXXXXXXXXXXX          XX XX X  XXXXX XX XX          X   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                VACANT                                                     X

  W                      X
 9992           ASSIGNED EXTRA TDA POSITION

 XXXX           XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XX X  XXXXX XX XX XXXX  XXXXX X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                    Y
                ATTACHED

 XXXX           XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XX X  XXXXX XX XX XXXX  XXXXX X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                    Z
                GAINED NOT JOINED
  1
 9992           XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XX X  XXXXX XX XX XXXX  XXXXX X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                    2
                EXCESS

 XXXX           XXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXX XXX XX X  XXXXX XX XX XXXX  XXXXX X X XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

          3              4
      EXCESS - XXX   VACANT - XXX
```

```
5 RECAP BY GRADE   08 07 06 05 04 03 02 01  W5  W4  W3  W2  W1   E9 E8 E7 E6 E5 E4 E3 E2 E1  TOTAL OFF   WO   ENL   AGG

6     TOTAL REQD   XXX XXX XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX XXX XXX XXX   XXX   XXX  XXXX  XXXX
7     TOTAL AUTH   XXX XXX XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX XXX XXX XXX   XXX   XXX  XXXX  XXXX

8      ASSIGNED    XXX XXX XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX XXX XXX XXX   XXX   XXX  XXXX  XXXX
9     QUALIFIED    XXX XXX XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX XXX XXX XXX   XXX   XXX  XXXX  XXXX

10    EXTRA TDA    XXX XXX XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX XXX XXX XXX    XXX   XXX  XXXX  XXXX

11         ING     XXX XXX XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX XXX XXX XXX    XXX   XXX  XXXX  XXXX

12    ATTACHED     XXX XXX XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX XXX XXX XXX    XXX   XXX  XXXX  XXXX

13   NOT JOINED    XXX XXX XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX  XXX XXX XXX XXX XXX XXX XXX XXX XXX    XXX   XXX  XXXX  XXXX
```

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-17. Unit Manning Report (GPFM-1710)

PCN: GPFM-1420

REPORT TITLE: Unit Record of Reserve Training (DA Form 1379)

PURPOSE: Provides overprint of unit personnel assigned and attached for the purpose of recording attendance status.

COLUMN	LINE	DESCRIPTION
		FOR OFFICIAL USE ONLY - PRIVACY ACT DATA (top and bottom of form)
		UNIT DESIGNATION AND LOCATION - unit name and title. STREET ADDRESS - street address of unit. ADDRESS CITY - state, ZIP code, UIC and payroll number.
		In "FOR MONTH OF" block, YYMMDD (for Annual Training) or three-character month and YY (for Inactive Duty Training).
		TNG-PAY-RET-CAT - In column 'e' heading: Training Pay Retirement Category.
a		NAME - First 19 characters of individual's last name and first name.
b		GRADE - Grade abbreviation and code.
c		SSN - Social Security Number of service member.
d		MOS/SSI - First five characters of duty position.
e		TNG-PAY-RET-CAT - Reflects data in Training Pay Retirement Category status code.
f		ETD DATE - Expiration term of service date.
g & h		Preprinted codes and remarks in these columns reflect the status of the individual based on information in the data-base, i.e., TNG-PAY-RET-CAT, ACT STA PROGRAM, ATCH CODE, POSN-NBR-EXCESS-IND, REC-STAT, CURR-UPC, and UPC-ATCH.
		NOTE: The last page will be the trailer page.

Figure B-18. Unit Record of Reserve Training (DA FORM 1379)
(GPFM-1420) - Part 1

TRAINING SPECIFICATIONS					
TYPE OF TRAINING	PLACE OF ASSEMBLY	PAY GROUP	DRILL NUMBER	DATES	HOURS

12 TRAINING AUTHORIZATION

13 REMARKS *(Provide for all item description below)*

14 RECORD OF ATTENDANCE

A EACH PERSON WHOSE NAME APPEARS ON THIS RECORD

   (1) WAS AUTHORIZED TO TRAIN AS PRESCRIBED BY TRAINING AUTHORIZATION CITED IN ITEM 2 ABOVE THROUGH ASSIGNMENT OR ATTACHMENT TO THE UNIT SPECIFIED ON OPPOSITE SIDE AS OF THE DATES SHOWN IN ITEM 10

   (2) ACTUALLY ATTENDED THE PERIODS OF INACTIVE DUTY TRAINING SPECIFIED IN ITEM 1 ABOVE IF SO INDICATED BY THE LETTER P

B THE NAME OF EACH PERSON WHO WAS ABSENT OR WHO WAS NOT PRESENT FOR TWO HOURS HAS BEEN IDENTIFIED IN APPROPRIATE COLUMN S BY THE LETTER A

C THE NAMES OF THOSE WHO WERE PRESENT FOR LESS THAN TWO HOURS HAVE BEEN ENTERED IN ITEM 3 ABOVE

NAME GRADE AND BRANCH OF OFFICER-IN-CHARGE *(Type or print)*	SIGNATURE

Figure B-19. Unit Record of Reserve Training (DA FORM 1379)
(GPFM-1420) - Part 2

B-59

PCN: GPFM-1460

REPORT TITLE: Unresolved Error Report by Unit

PURPOSE: Provides a record of transactions with error conditions remaining on error control file for 30 days or more. Identifies transaction errors and indicates possible trends in transactions that are not processed.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header and Unit Identification Lines.
B		DATE - Transaction date.
C		NAME - First five characters of last name.
D		SSN/UPC - Social Security Number if personnel transaction; Unit Processing Code if organizational transaction.
E		MNEMONIC - Transaction mnemonic.
F		ORIG CODE - Originator code.
G		TRANSACTION DATA - Action data from Data Field 1 (first line) and Data Field 2 (second line).
H		ERROR MNEMONIC - Code identifying referenced error.
I		CONTROL NUMBER - Control number.
J		DOCUMENT NUMBER - Document number (OPTIONAL).
K		TOTAL TRANSACTIONS UNPROCESSED

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

UNRESOLVED ERROR REPORT BY UNIT
GPFM - 1460

A

PREPARED YYMMDD   AS OF YYMMDD
  PAGE XXX

UNIT XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX LOCATION XXXXXXXXXXXXXX STATE XX   UIC WXXXXX ANALYST XX MC XX

```
                                        F                                    H          I
   J
   B      C       D        E                              G                ERROR    CONTROL
                                      ORIG
 DOCUMENT                                                                  MNEMONIC  NUMBER
 DATE    NAME   SSN/UPC  MNEMONIC    CODE            TRANSACTION DATA
  NUMBER

 YYMMDD  XXXXX XXXXXXXXXX   XXXX     XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXX     XXXXXXXX
 XXXXXXXX
                                          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 YYMMDD  XXXXX XXXXXXXXXX   XXXX     XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXX     XXXXXXXX
 XXXXXXXX
                                          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 YYMMDD  XXXXX XXXXXXXXXX   XXXX     XXX   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXX     XXXXXXXX
  XXXXXXX
                                          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

K TOTAL TRANSACTIONS UNPROCESSED   XXXX

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-19.   Unresolved Error Report by Unit (GPFM-1460)

PCN: GPFM-1820

REPORT TITLE: Update Error Report

PURPOSE: Provides the SIDPERS Interface Branch (SIB) with a list of all transactions found to be in error during processing.

COLUMN	LINE	DESCRIPTION
	A	Standard Title Header.
B		BATCH NUMBER - SIDPERS batch number which transaction is assigned to.
C		CONTROL NUMBER - Control number.
D		SSN/UPC - Social Security Number of individual affected by transaction. Blank if an organizational transaction is affected.
E		NAME - First five characters of individual's last name. Blank if an organizational transaction.
F		MNEM - Transaction mnemonic.
G		ERROR MESSAGE - Message that identifies each separate error condition.
	H	FILES THAT UPDATE ERROR CONDITIONS ARE GENERATED FROM ARE: SIDPERS tables from which error messages were generated.

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

A   UPDATE ERROR REPORT
GPFD - 1820

PREPARED YYMMDD   AS OF YYMMDD   PAGE XXX

B	C	D	E	F	G
BATCH NO	CONTROL NO	SSN	NAME	MNEM	ERROR MESSAGE
XX	XXXXXXXX	XXXXXXXX	XXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXX	XXXXXXXX	XXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXX	XXXXXXXX	XXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXX	XXXXXXXX	XXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX	XXXXXXXX	XXXXXXXX	XXXXX	XXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

H   FILES THAT UPDATE THE ERROR CONDITIONS ARE GENERATED FROM ARE:

FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

Figure B-20.   Update Error Report (GPFD-1820)

AISM 25-P19-HSD-SPY-EM
30 July 1997

SIDPERS-FOL END USER MANUAL

APPENDIX C

PERSONNEL ACTIONS SCREENS AND PROCEDURES

TABLE OF CONTENTS

APPENDIX C - PERSONNEL ACTIONS SCREENS AND PROCEDURES

TABLE OF CONTENTS (Continued)

APPENDIX C - PERSONNEL ACTIONS SCREENS AND PROCEDURES

TABLE OF CONTENTS (Continued)

APPENDIX C

PERSONNEL ACTIONS SCREENS AND PROCEDURES

C.1 Contents. This appendix contains input screen formats
and procedures for each Personnel Actions transaction within
the Standard Installation/Division Personnel System
(SIDPERS) - Field Operating Level (FOL). The procedures
explain the composition rules of allocated field lengths,
grammar, and usage of terms and abbreviations.

The transactions in this appendix are arranged
alphabetically by mnemonic. However, the Non-Prior Service
Gain (NPSG) and Prior Service Gain (PSG) transactions have
been placed at the end of this appendix because of their
size.

C.2 General Instructions.

    a.   Required Data. Data that must be entered for a
         transaction to be accepted by the system is
         highlighted with an asterisk (*) in the
         procedures.

    b.   Optional Data. Data that is not always required
         for a transaction to be accepted by the system is
         not highlighted in the procedures. If an entry is
         made that causes another field to become required
         and it is not filled before the [Do] key is
         pressed, an error message identifying the required
         data element will be displayed. For example, for
         the Transaction Mnemonic SCYC (Security Clearance)
         if code F (Secret) is entered, the "Date of
         Security Clearance" field becomes required and
         information must be entered in the field for the
         system to accept the transaction.

    c.   Mnemonic. All input of data to the SIDPERS
         database begins with the entry on the screen of a
         "Transaction Mnemonic". Each input transaction
         has its own mnemonic that uniquely identifies the
         type of transaction being entered:

              (1) Personnel.

              (2) Gain, Loss, or Update.

              (3) Type of record to be updated; i.e.,
                   Active - Inactive.

              (4) Military Personnel Class.

d.   Control Data. Each screen contains control data that
     identifies the record to be updated or that will be
     affected by the input transaction. Control data
     includes the following:

     (1)   Document Number (8AN). Use of this field is
           optional. This field can be used by the SIDPERS
           Interface Branch (SIB) as part of the document
           audit trail. The SIB may create their own data
           code for this element.

     (2)   Last Name, First Five (5AN). The first five
           characters of the last name of the individual
           whose record is being affected by the transaction.
           Entry must be alphanumeric and contain no spaces
           or punctuation. If the last name of the
           individual contains less than five characters, the
           entry will be left-justified.

                   EXAMPLE: ITO   (Ito, Samuel J)
                              BOUCH   (Bouchard, Kenneth E)

     (3)   Social Security Number (9N). Enter the
           individual's Social Security Number. May not be
           blank. Do not use spaces or punctuation.

                   EXAMPLE: 123456789 (123-45-6789)

     (4)   Originator Code (3AN). This code is created at
           the SIB and is used to identify the initial
           originator of the personnel action. May not be
           blank. Creation of originator codes will be in
           accordance with NGB Pam 25-10, Standard
           Installation/Division Personnel System (SIDPERS)
           Data Element Dictionary.

     (5)   Date (6N). This date is the effective date of the
           action (e.g., gain, loss, transfer, or grade
           change). It does not necessarily relate to the
           date the transaction is being input or processed.
           Cannot be a future date. Must be numeric. Enter
           as YYMMDD. This field may not be blank.

                   EXAMPLE: 880101   (1 January 1988)

ADMINISTRATIVE ADDITION
Transaction Mnemonic - ADMA

S I D P E R S - A R N G	
MNEMONIC: ADMA	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
TYPE OF CHANGE: A	

PURPOSE: To add a record to the SIDPERS Personnel File for
           a member who was erroneously discharged/separated.

REFERENCE: NGB Pam 25-10

SOURCE DOCUMENTS: Orders, Board Results

          NOTE: "A" is automatically generated.

          ****

CONTROL DATA

    TYPE OF CHANGE (1A): An "A" will appear on the screen.

END OF INPUT

    DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Previous
    Record Status; Date of Previous Record Status; Record
    Status; Date of Record Status; Current
    Incentive/Termination Status; Date of Current
    Incentive/Termination Status; Assignment/Loss Reason;
    Date of Assignment/Loss Reason; Current Organization
    Identification; Loss Processing Identity; Months of
    Obligated Service Remaining; and Separation Program
    Designator.

ADDRESS MAILING, INDIVIDUAL
Transaction Mnemonic - ADRI

S I D P E R S - A R N G	
MNEMONIC: ADRI	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

STREET ADDRESS:	
ADDRESS CITY:	
STATES OF US:	ZIP CODE:
MAIL APO/FPO IDENT:	COUNTRY OF RESIDENCE CURRENT:

PURPOSE: To change or correct an individual's
                  mailing address.

REFERENCES: AR 135-133
                  NGB Pam 25-10

SOURCE DOCUMENTS: DA Form 3955
                      DA Form 4187
                      Personnel Interview Fact Sheet

                  ****

     NOTE: COMPLETE address must be entered each time
                  a change or correction is made, with the
                  following exception:

                  If an individual has an APO/FPO, only the
                  Data Element (DE) "Mail-APO/FPO
                  Identification" will be entered.

CONTROL DATA

     STREET ADDRESS (29AN): The number of an edifice, with
     the name of the street, avenue, boulevard, etc., (or
     other identification such as Post Office Box Number,
     Post Office Station, Rural Route, etc.)

         EXAMPLE: 509 West Broad St

ADDRESS CITY (17AN): The name of a populated place.

EXAMPLE: St Paul

STATES OF THE UNITED STATES (2A): Must use the standard alphabetic state code.

EXAMPLE: NC (North Carolina)

NOTE: The District of Columbia and the territories of Guam, Puerto Rico, and the U.S. Virgin Islands are entered under states of the United States.

ZIP CODE (5N): Enter individuals ZIP code, postal code or APO/FPO Ident Number.

EXAMPLE: 28348

NOTE: ZIP Code field is required.

MAIL APO/FPO IDENTIFICATION (14AN): Enter APO/FPO address beginning at the leftmost position.

EXAMPLE: APO NY 09305

NOTE: APO/FPO Ident Number must be entered in the ZIP CODE Field.

COUNTRY OF RESIDENCE CURRENT (2A): Must be a standard alphabetic country code.

EXAMPLE: FR (France)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Type Address.

ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE
Transaction Mnemonic - AFTS

S I D P E R S - A R N G	
MNEMONIC: AFTS	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE:	

PURPOSE: To change or correct a previous entry.

REFERENCES: AR 611-5
                NGR 600-200
                NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 1966 Series
                      DA Form 6170-3

****

CONTROL DATA

    ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE (3N):
    Must be numeric. Justify with leading zeros if score
    is less than 100.

        EXAMPLE: 092
    (92% score individual received on the qualification
    test for enlistment)

            NOTE: Enter 000 for those individuals not
                   required to be tested (i.e., Eskimo
                   Scout).

END OF INPUT

    DATA ELEMENT GENERATED BY TRANSACTION INPUT: AFQT
    Score Group.

ASSIGNMENT/LOSS REASON AND DATE
Transaction Mnemonic - ALCD

S I D P E R S - A R N G	
MNEMONIC: ALCD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ASSIGNMENT/LOSS REASON: DATE OF ASSIGNMENT/LOSS REASON:	

PURPOSE: To change or correct a previous entry.

REFERENCES: NGR 600-200
                NGR 614-1
                NGR 635-100
                NGR 635-101
                NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                      DD Form 1966 Series
                      NGB Form 62
                      Orders

                 ****

CONTROL DATA

    *ASSIGNMENT/LOSS REASON (2AN): This data element is
    used to indicate the reason for a gain or a loss; e.g.,
    assignment, reassignment, separation, or discharge. It
    consists of alphabetic codes and combinations of
    numeric and alphabetic codes.

         EXAMPLE: A3 (Enlisted) - in this case
                     Assignment/ Loss Reason is used to
                     indicate the reason for gain.

*DATE OF ASSIGNMENT/LOSS REASON (6N): Enter the
effective date. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 800831 (1980 August 31)

END OF INPUT

ARMY PHYSICAL FITNESS TEST
Transaction Mnemonic - APFT

S I D P E R S - A R N G	
MNEMONIC: APFT	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
APFT-RESULT:	APFT-SCORE:
YR-M0-APFT-ADMIN:	PREV-APFT-RESULT:
PREV-APFT-SCORE:	YR-MO-PREV-APFT-ADMIN:
RSN-INELIG-APFT:	

PURPOSE: To record the results of an individual's current
and previous Army Physical Fitness Test results,
scores and date administered, pending
implementation of Army Physical Fitness Testing in
the ARNG.

REFERENCES: NGB Pam 25-10

SOURCE DOCUMENTS: Roster
DA Form 705

****************** *

CONTROL DATA

APFT RESULT (1AN):   Enter the APFT result for the most
recent test administered.

EXAMPLE: P or F

APFT SCORE (3N):   Enter the score an individual
receives at completion of APFT test.   Must be numeric.

EXAMPLE: 375

YEAR AND MONTH APFT ADMINISTERED: Enter the year and month the individual took the Army Physical Fitness Test. Must be numeric. Enter as YYMM.

EXAMPLE: 8501

PREVIOUS APFT RESULT (1AN): Enter the result for the previous test administered.

EXAMPLE: P or F

PREVIOUS APFT SCORE (3N): Enter the score for the previous APFT test. Must be numeric.

EXAMPLE: 375

YEAR AND MONTH OF PREVIOUS APFT ADMINISTERED: Enter the year and month that the previous APFT was administered. Must be numeric. Enter as YYMM.

EXAMPLE: 8501

REASON INELIGIBLE FOR APFT: This DE is used to indicate the reason an individual is ineligible for the APFT. It consists of alphabetic codes.

END OF INPUT

ATTACHED
Transaction Mnemonic - ATCH

S I D P E R S - A R N G	
MNEMONIC: ATCH	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ATTACHED PAYROLL NUMBER: ATTACHMENT CODE: EFFECTIVE DATE OF ATTACHMENT: EXPIRATION DATE OF ATTACHMENT: UNIT PROCESSING CODE OF ATTACHMENT: TYPE ATTACHMENT:	

PURPOSE: To attach or relieve from attachment.

REFERENCES: NGR 600-100
                NGR 600-101
                NGR 600-200

SOURCE DOCUMENTS: Orders

****

CONTROL DATA

>   ATTACHED PAYROLL NUMBER (3AN): Enter Payroll Number of
>   the unit to which individual is being attached.

>   EXAMPLE: 030

ATTACHMENT CODE (1A): Indicates the status of the
individual attached.

        EXAMPLE: A   (Attached for administration,
                          training, and pay purposes.)

                   D   (Previously attached for
                          administration, training, and
                          pay purposes.)

EFFECTIVE DATE OF ATTACHMENT (6N): Enter the date when
attachment expires. Must be numeric. Enter as YYMMDD.

        EXAMPLE: 900613   (1990 June 13)

EXPIRATION DATE OF ATTACHMENT (6N): Enter the date
when attachment expires. Must be numeric. Enter as
YYMMDD.

        EXAMPLE: 900613   (1990 June 13)

            NOTE: Expiration Date of Attachment will not
                   exceed ETS date or MRD.

*UNIT PROCESSING CODE OF ATTACHMENT (5AN):
Identification of unit to which individual is attached.

        EXAMPLE: FYITB   (The UPC is the UIC minus the
                            "W".)

*TYPE ATTACHMENT (2N): Designates the type of unit to
which the individual is attached or the reason for
attachment.

        EXAMPLE: 45 (Attached to ARNG unit.)

                   31 (Relieved from attachment.)

END OF INPUT

AVIATION DATA
Transaction Mnemonic - AVDA

S I D P E R S - A R N G	
MNEMONIC: AVDA	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
TOT-FED-OFF-SVC-DATE:	AVN-SVC-ENTRY-DATE:
IPAY-NBR-ONE:	CURR-AERO-RTG:
DATE-OF-IPAY-NBR-ONE:	
IPAY-NBR-TWO:	
DATE-OF-IPAY-NBR-TWO:	

PURPOSE: To update Aviation data. To provide Military Pay
           Branch (MPB) information required by Aviation
           Career Incentive Branch.

REFERENCES: AR 600-105
               NGR 611-110
               NGB Pam 25-10
               NGR 600-105

SOURCE DOCUMENTS: Orders

****

CONTROL DATA

TOTAL FEDERAL OFFICER SERVICE DATE (6N): A date
established to determine the incentive pay rate, using
the total of all officer active and inactive creditable
service. Applies to Aviators only. May be left blank.

EXAMPLE: 840729 (1984 July 29)

AVIATION SERVICE ENTRY DATE (6N): This date is used to determine aviation career incentive pay entitlement amount. Cannot be adjusted. For specific guidance regarding establishment of this date, see NGB Pam 25-10. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 720115 (1972 January 15)

INCENTIVE PAY NUMBER ONE (1N): This is the first pay over and above basic pay for hazardous duty. Enter appropriate code. Must be numeric. May not be left blank. Zero fill.

    EXAMPLE: 1   (Flying Pay - Crewmember)

CURRENT AERONAUTICAL RATING (1AN): Enter the code to identify the individual's crew position for which a rating has been received.

    EXAMPLE: 0   (Astronaut)

              5   (Observer)

DATE INCENTIVE PAY NUMBER ONE (6N): Enter the effective date of entitlement or termination as YYMMDD. Must be numeric.

    EXAMPLE: 831111   (1983 November 11)

INCENTIVE PAY NUMBER TWO (1N): This is a second pay over and above basic pay for hazardous duty. Enter appropriate code. Must be numeric. May not be blank. Zero fill.

    EXAMPLE: 1   (Flying Pay - Crewmember)

DATE INCENTIVE PAY NUMBER TWO (6N): Enter the effective date of entitlement or termination as YYMMDD.

    EXAMPLE: 841005   (1984 October 5)

END OF INPUT

APPOINTMENT WAIVER CONDITION
Transaction Mnemonic - AWC

S I D P E R S - A R N G	
MNEMONIC: AWC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
APPOINTMENT WAIVER CONDITION: APPOINTMENT WAIVER CONDITION:	

PURPOSE: To update, delete, or correct commissioned
           officers' and warrant officers' Appointment Waiver
           Condition(s).

REFERENCES: NGR 600-100
               NGR 600-101
               NGB Pam 25-10

SOURCE DOCUMENT: Waiver Request

****

CONTROL DATA

    APPOINTMENT WAIVER CONDITION (2AN): This data element
    will appear in two places on the screen. The first
    field is required; the second is optional. In
    correcting or removing an entry, the code presently
    resident in the database must be entered in the first
    field and then the new code is entered. The new code
    will overlay the old code, changing it, and the
    database will be updated in that manner. When a
    soldier has more than one waiver, this transaction will
    be done for each waiver condition separately. (There
    are fields in the database to store four waiver
    conditions for officers).

EXAMPLE: Correction of an entry.

In the first field, enter code to be
corrected (the code presently resident
on the database).

A6   (Age and service)

Then, enter the new code in the second
field.

A8   (Medical)

The database will now contain A8.

EXAMPLE: Removal (deletion) of an entry.

In the first field, enter the code to
be deleted (code presently resident in
the database).

C8   (Aviation Officer assigned to
fill WO position)

Then, enter a code of YY in the second
field. The code YY will delete the
old code from the database.

EXAMPLE: To add a code to the database.

Enter the code in the first field.

B1   (Previous discharge for
dependency or hardship.)

A second entry is not required to add
an Appointment Waiver Condition code
to the database. The database will
now contain B1.

END OF INPUT

BENEFIT STATUS WAIVER CODE
Transaction Mnemonic - BSWC

S I D P E R S - A R N G	
MNEMONIC: BSWC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
BENEFIT STATUS WAIVER CODE: DAYS WAIVED:	

PURPOSE: To update or correct the record of an individual
           receiving Veteran's Administration (VA) or
           Retirement Benefits.

REFERENCES: NGR 600-200
                NGB Pam 37-104-3
                NGB Pam 37-104-10
                NGB Pam 25-10

SOURCE DOCUMENTS: DA Form 3053
                      VA Form 21-8951

****

CONTROL DATA

     BENEFIT STATUS WAIVER CODE (1N):   Must be numeric.

          EXAMPLE: 3   (Receiving VA Benefit Pay, waive
                             VA Benefit Pay)

             NOTE: If Benefit Status Waiver Code is input
                    with any codes other than 0, Days
                    Waived must be entered.

<u>DAYS WAIVED (3N)</u>: Enter the number of days of Retired Pay, Veterans' Administration Benefit Pay, or Inactive Duty Training (IDT) Pay waived by the individual. Must be numeric. Justify with leading zero(s) if days waived are less than 100.

    EXAMPLE: 068   (68 days VA Benefit waived)

        NOTE: See NGB Pam 37-104-10 for more specific information regarding pay waived.

<u>END OF INPUT</u>

CIVILIAN EDUCATION LEVEL
Transaction Mnemonic - CEDL

S I D P E R S - A R N G	
MNEMONIC: CEDL	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
CIVILIAN EDUCATION LEVEL: MAJOR SUBJECT OF COLLEGE EDUCATION:	

PURPOSE: To change or correct Civilian Education Level or
           Major Subject of College Education.

REFERENCE: NGB Pam 25-10

SOURCE DOCUMENTS: DA Form 591
                     Diploma/Certificate
                     School Degree or Transcript

                 * * * * * * * * * * * * * * * * * * *

CONTROL DATA

    *CIVILIAN EDUCATION LEVEL (1AN): The level of
    formal non-military education.

            EXAMPLE: N   (College graduate, regardless of
                             number of years completed.)

                NOTE: Civilian Education Level of College
                      GED or higher requires an entry in
                      data element 'Major Subject of College
                      Education'.

MAJOR SUBJECT OF COLLEGE EDUCATION (3A): Enter the major field of study pertaining to the highest civilian education of the individual. Must be alphabetic.

>   EXAMPLE: BBB   (Personnel
>   Management/Administration)
>
>   NOTE: YYY will delete code from the
>   database.

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT:
Montgomery G.I. Bill Eligibility Status; Date
Montgomery G.I. Bill Eligibility Start; Date Montgomery
G.I. Bill Eligibility Terminated; and Montgomery G.I.
Bill Recoupment Status.

CITIZENSHIP STATUS UNITED STATES, ORIGIN
Transaction Mnemonic - CITZ

S I D P E R S - A R N G	
MNEMONIC: CITZ	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
CITIZENSHIP STATUS UNITED STATES ORIGIN:	

PURPOSE: To correct or change an individual's citizenship
           status.

REFERENCES: AR 600-200
                NGR 600-200
                NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                      DD Form 1966 Series
                      Immigration and Naturalization Service
                       (INS) Form
                      Certificate of Citizenship
                      Other Legal Documents

                 ****

CONTROL DATA

     *CITIZENSHIP STATUS UNITED STATES ORIGIN (1A):   Must be
     alphabetic.

          EXAMPLE: A   (Native Born)

END OF INPUT

CIVILIAN OCCUPATION
Transaction Mnemonic - CIVO

S I D P E R S - A R N G	
MNEMONIC: CIVO	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
CIVILIAN GRADE: TECHNICIAN/SELECTIVE SERVICE CODE: CIVILIAN OCCUPATION: CIVILIAN EMPLOYER:	

PURPOSE: To change or correct Civilian Occupation, Civilian Grade, Technician/Selective Service Code, or Civilian Employer.

REFERENCE: NGB Pam 25-10

SOURCE DOCUMENTS: Personnel Interview Fact Sheet
SF Form 50

****

NOTE 1:   When an individual goes to AGR status, input a Enter Active Duty Training (EADT) transaction. This will update Civilian Grade, Civilian Occupation, and Civilian Employer.

NOTE 2:   For enlisted members in the bonus program who are employed as ARNG technicians, an Enlistment/Reenlistment Bonus-Reserve (ERBR) transaction must be input with code "K" in data element "CURR-INC-TERM-STAT".

CONTROL DATA

CIVILIAN GRADE (4AN): Identifies the grade of Federal
Civil Servant to include ARNG technicians.

    EXAMPLE: GS11 (General Schedule - Grade 11)

        NOTE: A change in TECH-SSVC-CODE will blank
this field when it is necessary to
delete this entry.

TECHNICIAN/SELECTIVE SERVICE CODE (1A)): Enter the code
that identifies a member of a reserve component employed
as a technician or assigned to a Selective Service
position. Must be alphabetic. Upon termination of
Technician/Selective Service employment, enter code "N".

    EXAMPLE: T   (Technician providing full-time unit
support, not working at State
Headquarters or United States
Property and Fiscal Office (USPFO)
or Recruiting Force.)

          N   (Not performing as a technician.
Also used to withdraw other
Technician/Selective Service codes.)

        NOTE: If individual has a Technician/Selective
Service code of M, T, U, or Z, the Civilian
Grade must have an entry.

CIVILIAN OCCUPATION (3N): Describes individual's
full-time occupation.

    EXAMPLE: 010   (Mining and petroleum engineering
occupations)

        NOTE: If Civilian Occupation is Unemployed/Full
Time Student, enter the former main
civilian occupation.

If Active Guard/Reserve (AGR), enter main
civilian occupation.

If AGR for 5 or more years, enter code
"378".

CIVILIAN EMPLOYER (1AN): Identifies individual's full-time employer.

    EXAMPLE: H (U.S. Department of Agriculture)

        NOTE 1:   When an individual is a technician, not AGR, Civilian Employer must be "K".

        NOTE 2:   When a technician is on AGR tour, technician code (TSSC) does not change, but Civilian Employer is left blank.

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Training Pay Retirement Category.

CURRENT ORGANIZATION IDENTIFICATION
Transaction Mnemonic - COCD

S I D P E R S - A R N G	
MNEMONIC: COCD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
CURRENT ORGANIZATION IDENTIFICATION:	

PURPOSE: To correct a previous entry for Current
           Organization Identification.

REFERENCES: NGR 600-100
              NGR 600-101
              NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                    DD Form 1966 series
                    DA Form 1379
                    NGB Form 62
                    Orders

                    ****

CONTROL DATA

    *CURRENT ORGANIZATION IDENTIFICATION (1A):   Identifies
    the reserve category or service component to which an
    individual is currently assigned.   Enter the alphabetic
    code required to complete the change or correction.

        EXAMPLE: B   (Army National Guard unit)

END OF INPUT

CURRENT PROCUREMENT AND DATE
Transaction Mnemonic - CPSD

S I D P E R S - A R N G	
MNEMONIC: CPSD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

CURRENT PROCUREMENT
 	
   PREV_MIL_PERS_CLASS:
   PREV_ORG_IDENT:
   PROCUREMENT PROGRAM:
 	
DATE OF CURRENT PROCUREMENT:
 	
BREAK IN MILITARY STATUS:	

PURPOSE: To correct a previous entry for Current
           Procurement source and/or Date of Current
           Procurement. Used for prior service personnel
           only.

REFERENCES: NGR 600-100
              NGR 600-101
              NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                    DD Form 214
                    DD Form 215
                    DD Form 1966 series
                    NGB Form 62

                    ****

CONTROL DATA

   *CURRENT PROCUREMENT: (Next three data elements)

a. *PREVIOUS MILITARY PERSONNEL CLASS (1A): Enter the Military Personnel Class of an individual at the time of last service in a military organization before this enlistment or appointment.

EXAMPLE: E (Enlisted)

b. *PREVIOUS ORGANIZATION IDENTIFICATION (1A): Identifies the military organization in which the individual last served before this enlistment or appointment.

EXAMPLE: H   (Active Component, US Army)

c. *PROCUREMENT PROGRAM (2A): Enter the code identifying the program under which the individual entered current military status.

EXAMPLE: BI   ("Try One" (ARNG only))

NOTE: In the example above, the individual had previously been an enlisted member in the U.S. Army and has joined the ARNG under the "Try One" program.

*DATE OF CURRENT PROCUREMENT (6N): Enter individual's date of enlistment/appointment to current status. Must be numeric. Enter as YYMMDD.

EXAMPLE: 820822   (1982 August 22)

BREAK IN MILITARY STATUS (1A): This data element indicates the period of time a prior service individual was not in a military status, and is the time immediately prior to the current military status. Enter applicable code.

EXAMPLE: A   (90 days or more)

          B   (90 days or less)

          Y   (None)

END OF INPUT

CONDITIONAL RELEASE
Transaction Mnemonic - CREL

S I D P E R S - A R N G	
MNEMONIC: CREL	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
RECORD STATUS: DATE OF RECORD STATUS:	

PURPOSE: To record the granting of a conditional release
            for enlistment/appointment in another state or
            component, or to change the record status code in
            cases when the individual does not enlist
            elsewhere but returns to the unit.

REFERENCES: NGR 600-100
             NGR 600-101
             NGR 600-200
             NGB Pam 25-10

SOURCE DOCUMENTS: NGB Form 60
                     NGB Form 61
                     NGB Form 22-4R
                     NGB Form 22-5R

                 ****

CONTROL DATA

    *RECORD STATUS (1A): Enter Record Status, representing
    the individual's changed status. Must be alphabetic.

        EXAMPLE: H   (Active Record - individual has
                         departed unit of assignment on a
                         conditional release, pending
                         acceptance by another unit or in-
                         state transfer.)

G   (Active Record - individual is assigned to one of the reserve categories of the ARNG or USAR.)

NOTE: When individuals return to their original unit, conditional release is canceled with Record Status code of "G".

*DATE OF RECORD STATUS (6N): Enter the date that the individual changed status. Must be numeric. Enter as YYMMDD.

EXAMPLE: 841001   (1984 October 1)

NOTE: Service member arriving on conditional release must be enlisted in the new state with a PSG transaction (even though individuals with only ARNG service are not considered prior service members).

END OF INPUT

DATA ELEMENT GENERATED BY TRANSACTION INPUT: Previous Record Status and Date of Previous Record Status.

COMMISSIONED/WARRANT OFFICER SERVICE DATE
Transaction Mnemonic - CWSD

S I D P E R S - A R N G	
MNEMONIC: CWSD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
COMMISSIONED/WARRANT OFFICER SERVICE DATE:	

PURPOSE: To change or correct Commissioned/Warrant Officer
            Service Date.

REFERENCES: AR 135-155
               NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 214
                     DD Form 215
                     NGB Form 22
                     NGB Form 62
                     Federal Recognition Orders

                     ****

CONTROL DATA

   *COMMISSIONED/WARRANT OFFICER SERVICE DATE (6N):   Enter
   date individual's initial officer service began.   Must
   be numeric.   Enter as YYMMDD.   (See NGB Pam 25-10 for
   more specific guidance.)

      EXAMPLE: 760822   (1976 August 22)

         NOTE 1:   This transaction will update Mandatory
                   Removal Date for a commissioned officer
                   and the Projected Promotion Eligibility
                   Date for commissioned and warrant
                   officers.

NOTE 2:   This transaction will zero out DATE-
PROJ-PROM-ELIG for COL, MG, BG, and CW4.

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Date
Projected Promotion Eligibility and Date of Mandatory
Removal.

(See NOTES 1 and 2 above.)

DECEASED
Transaction Mnemonic - DECD

S I D P E R S - A R N G	
MNEMONIC: DECD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ASSIGNMENT/LOSS REASON: DA DATE OF ASSIGNMENT/LOSS REASON:	

PURPOSE: To report the death of an individual.

REFERENCES: AR 600-8-1
               NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 1300
                     Death Certificate
                     Notification from Higher Headquarters

                     ****

CONTROL DATA

   *ASSIGNMENT/LOSS REASON (2A): The code "DA" will appear
   on the screen.

   *DATE OF ASSIGNMENT/LOSS REASON (6N): Enter the date of
   death. Must be numeric. Enter as YYMMDD.

      EXAMPLE: 820215   (1982 February 15)

END OF INPUT

   DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Previous
   Record Status; Date Previous Record Status; Current
   Incentive Termination Status; Date of Current Incentive
   Termination Status; Loss Processing Identity; Montgomery
   G.I. Bill Eligibility Status; Date Montgomery G.I. Bill
   Eligibility Terminated; Montgomery G.I. Bill Recoupment
   Status; Months of Obligated Service Remaining; Record
   Status; Date of Record Status; and Record Precedence.

DATE OF INITIAL ENTRY INTO A RESERVE COMPONENT
Transaction Mnemonic - DERC

S I D P E R S - A R N G	
MNEMONIC: DERC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
DATE OF INITIAL ENTRY INTO A RESERVE COMPONENT:	

PURPOSE: Used to correct a previous DERC entry.

REFERENCES: NGR 600-100
              NGR 600-101
              NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                     DD Form 1966 series
                     NGB Form 22
                     NGB Form 62

        * * * * * * * * * * * * * * * * * *

CONTROL DATA

    *DATE OF INITIAL ENTRY INTO A RESERVE COMPONENT (6N):
    Enter the correct date. Must be numeric. Enter as
    YYMMDD.

        EXAMPLE: 810825 (1981 August 25)

            NOTE: Once established, this date never changes
                  except to correct an administrative error.

END OF INPUT

DATE OF BIRTH
Transaction Mnemonic - DOB

S I D P E R S - A R N G	
MNEMONIC: DOB	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
DATE OF BIRTH:	

PURPOSE: To correct a previously reported Date of Birth.

REFERENCE: AR 600-2

SOURCE DOCUMENTS: DD Form 1966 series
                      NGB Form 62
                      NGB Pam 25-10
                      Birth Certificate
                      Personnel Interview Fact Sheet

****

CONTROL DATA

    *DATE OF BIRTH (6N): Enter the corrected Date of Birth.
    Must be numeric. Enter as YYMMDD.

        EXAMPLE: 410520 (1951 May 20)

            NOTE: This Date of Birth transaction will
                    update the Mandatory Removal Date for
                    warrant officers and commissioned
                    officers.

END OF INPUT

    DATA ELEMENT GENERATED BY TRANSACTION INPUT: Date of
    Mandatory Removal. (See NOTE above.)

DATE OF RANK - RESERVE
Transaction Mnemonic - DOR

S I D P E R S - A R N G	
MNEMONIC: DOR	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
DATE OF RANK RESERVE:	

PURPOSE: To change or correct a previous DOR entry, or to
           adjust DOR on an enlisted individual returning
           from Inactive National Guard (ING).

REFERENCES: AR 135-100
              AR 135-155
              AR 140-111
              NGR 600-100
              NGR 600-101
              NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                    DD Form 214
                    DD Form 1966 series
                    NGB Form 62
                    Orders

                  ****

CONTROL DATA

   *DATE OF RANK - RESERVE (6N):   Enter the corrected date.
   Must be numeric.   Enter as YYMMDD.

      EXAMPLE: 750617 (1975 June 17)

         NOTE: A DOR Transaction updates a commissioned
                 officer's MRD and the Projected Promotion
                 Eligibility Date for commissioned and
                 warrant officers.

<u>END OF INPUT</u>

　　　<u>DATA ELEMENTS GENERATED BY TRANSACTION INPUT</u>: Date of
Mandatory Removal and Date of Projected Promotion
Eligibility. (See NOTE above.)

DUTY POSITION
Transaction Mnemonic - DPOS

S I D P E R S - A R N G	
MNEMONIC: DPOS	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
DUTY POSITION: DUTY POSITION QUALIFICATION: POSITION NUMBER EXCESS INDIVIDUAL: AUTHORIZED PARAGRAPH DESIGNATOR: AUTHORIZED LINE DESIGNATOR: COMMAND STATUS:	

PURPOSE: To change or correct an individual's Duty
           Position (within the state).

   NOTE: For return from ADT or AGR, use RADT transaction.
           Also, this transaction must be accomplished upon
           reorganization of a unit (OIUL).

REFERENCES: AR 310-49
              AR 600-200
              AR 611-101
              AR 611-112
              AR 611-201
              NGR 600-100
              NGR 600-101
              NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: Unit Manning Report
                    Personnel Interview Fact Sheet

****

CONTROL DATA

*DUTY POSITION (9AN): Enter the applicable code for each personnel record. The first five positions of this field represent the Duty Specialty Skill Identifier (DSSI) and Duty Specialty Secondary (DSS) (warrant officer/enlisted); the sixth and seventh positions indicate the First Duty Additional Skill Identifier (ASI), and the eighth and ninth positions indicate Duty Language Identity Code (LIC). (See NOTE 1 below.) Positions four through nine can be blank if not applicable.

EXAMPLE: 12C923BGM (Duty Position - Commissioned Officer; 12C92 = DSSI and DSS; 3B = ASI; GM = LIC). Enter 00 DSS if SSI is not duty secondary.

75Z4LA3FR (Duty Position - Enlisted; 75Z4L = DMOS; A3 = ASI; FR = LIC)

100BBlYGM (Duty Position - Warrant Officer; 100BB = DMOS; IY = ASI; GM = LIC)

NOTE 1: If a personnel detail line requires a First and a Second Duty ASI and an LIC, the LIC has priority over the Second Duty ASI.

NOTE 2: If an enlisted individual has an LIC, the fifth position of the MOS (which is the SQI) must show an "L".

DUTY POSITION QUALIFICATION (1A): This code must be alphabetic. (Commander's evaluation.) May not be blank.

EXAMPLE: N (Not Qualified)

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field must contain the position number excess code when an individual is in an excess status. Enter the code that identifies the individual's excess status.

EXAMPLE: 9992   (Assigned to extra TDA position.)

9992Z   (Flags individual from being
returned with unit following
demobilization.)

NOTE: To delete, input data code YYYY.

AUTHORIZED PARAGRAPH DESIGNATOR (4AN):   Enter the
MTOE/TDA paragraph number to which the individual is
assigned in the first three positions. If designator
contains a suffix, place it in the fourth position;
otherwise, the fourth position is left blank.

EXAMPLE: 200_   (without suffix - fourth
position is blank)

200A   (with suffix - suffix is
placed in the fourth
position)

NOTE: The character "_" means blank space. To
enter a blank space, press the [SPACE
BAR]. Do not enter the character "_".

AUTHORIZED LINE DESIGNATOR (3AN):   Enter the MTOE/TDA
line number to which the individual is assigned in the
first two positions. If designator contains a suffix,
place in the third position; otherwise, the third
position is left blank.

EXAMPLE: 05_   (Without suffix - third position
is blank.)

05A   (With suffix - suffix is placed
in the third position.)

NOTE 1: Paragraph and Line Numbers are required
on all individuals (including
overstrength), except those personnel in
an extra TDA position.

NOTE 2: The character "_" means blank space. To
enter a blank space, press the [SPACE
BAR]. Do not enter the character "_".

COMMAND STATUS (1N):   This code must be numeric.
Applies to warrant officers and commissioned officers
only.

EXAMPLE: 1   (Currently assigned as the
commander of a Selected Reserve
unit.)

               3   (Never assigned as commander of a
Selected Reserve unit.)

<u>END OF INPUT</u>

<u>DATA ELEMENTS GENERATED BY TRANSACTION INPUT</u>: Reserve
Category.

DISCHARGE
Transaction Mnemonic - DSCH

S I D P E R S - A R N G	
MNEMONIC: DSCH	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ASSIGNMENT/LOSS REASON: DATE OF ASSIGNMENT/LOSS REASON: CHARACTER OF SEPARATION: CURRENT ORGANIZATION IDENTIFICATION:	

PURPOSE: To report the discharge of an enlisted member.

REFERENCES: AR 635-200
              NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 214
                    NGB Form 122
                    Orders

****

CONTROL DATA

ASSIGNMENT/LOSS REASON (2AN):   This data element is used
to indicate the type of reason for an assignment or for
a reassignment, separation or, in this case, a
discharge.   Enter the appropriate code.

EXAMPLE: EB   (Enlisted or appointed in a regular
                    component.)

*DATE OF ASSIGNMENT/LOSS REASON (6N):   Enter the
effective date of the discharge.   Must be numeric.
Enter as YYMMDD.

EXAMPLE: 820822 (1982 August 22)

CHARACTER OF SEPARATION (1A): Enter appropriate code.

    EXAMPLE: B   (Under Honorable Conditions)

      NOTE: Leave blank for inter-state transfer when
             ASG-LOSS-RSN is coded "GA".

*CURRENT ORGANIZATION IDENTIFICATION (1A): Enter
appropriate code. In this case, because the individual
is being discharged, the current organization is the
organization to which the individual will be assigned
after discharge.

    EXAMPLE: D   (Active Component, United States
                   Army)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Previous
Record Status; Date Previous Record Status; Current
Incentive Termination Status; Date of Current Incentive
Termination Status; Loss Processing Identity; Separation
Program Designator of Personnel Loss File; Montgomery
G.I. Bill Eligibility Status; Date Montgomery G.I. Bill
Eligibility Terminated; Montgomery G.I. Bill Recoupment
Status; Months of Obligated Service Remaining; Record
Status; and Date of Record Status.

ENTER ACTIVE DUTY TRAINING
Transaction Mnemonic - EADT

S I D P E R S - A R N G	
MNEMONIC: EADT	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

ACTIVE STATUS PROGRAM:	TYPE ATTACHMENT:
EXPN-DATE-ATCH: DUTY POSITION:	DY-POSN-QUAL:
EFF-DATE-ATCH: AUTH-LINE-DSG:	AUTH-PARA-DSG:
POSN-NBR-EX-IND: CMD-STAT:	ATCH-CODE:
UPC-ATCH:	HQ-LOCAL DATA:
DATE-START-DUTY-DEERS-ELIG:	DATE-END-DUTY DEERS-ELIG:

PURPOSE: To report an individual's entry on Active Duty
            for 31 days or more, or changes of Active Status
            Program.

   NOTE: This transaction will be generated for
            individuals that are mobilized with their unit.

REFERENCES: AR 135-18
              NGR 600-5
              NGB Pam 25-10

SOURCE DOCUMENTS: Orders

                 ****

   NOTE: The date in the control data for this transaction
            serves a two-fold purpose. First, as the date of
            record status. Secondly, it is used at
            Headquarters level as the tour start date for
            reporting purposes. To ensure the reliability of
            this date, when using this transaction to correct
            data erroneously input previously or to extend a
            tour with no break, the original date of record
            status must be used. For initial tour or for
            reporting a tour after a break, the date will be
            the date on the orders.

CONTROL DATA

*ACTIVE STATUS PROGRAM (1AN): Identifies the purpose of
the full-time status of an individual. Enter the
appropriate code.

    EXAMPLE: T   (AMEDD - Recruiters assigned to
                      recruit medical personnel.)

TYPE ATTACHMENT (2N): Indicates type of unit to which
the individual is attached. Must be numeric. Enter the
appropriate code.

    EXAMPLE: 45   (Attached to a unit in home state
                     (ARNG only))

      NOTE: Code "31" (Relief from attachment) cannot
              be used on this particular transaction.

EXPIRATION DATE OF ATTACHMENT (6N): Enter the date when
attachment to another unit expires. Must be numeric.
Enter as YYMMDD.

    EXAMPLE: 880613 (1988 June 13)

DUTY POSITION (9AN): Enter the applicable code for each
personnel record. The first five positions of this
field represent the Duty Specialty Skill Identifier
(DSSI) and the Duty Specialty Secondary (DSS) (Officer)
or the Duty Military Occupational Specialty (DMOS)
(Warrant Officer or Enlisted); the sixth and seventh
positions indicate the First Duty Additional Skill
Identifier (ASI) and the eighth and ninth positions
indicate Duty Language Identity Code (LIC). (See NOTE 1
below.) Positions 6 through 9 may be left blank.

    EXAMPLE: 12C923BGM   (Duty Position - Commissioned
                                Officer; 12C92 = DSSI and
                                DSS; 3B = ASI; GM = LIC).
                                Enter 00 DSS if SSI is not
                                Duty Secondary.

            75Z4LA3FR   (Duty Position - Enlisted;
                                75Z4L = DMOS; A3 = ASI; FR =
                                LIC)

            100BB1YGM   (Duty Position - Warrant
                                Officer; IPPBB = DMOS; IY =
                                ASI; GM = LIC)

NOTE 1:   If a personnel detail line requires First and Second Duty ASIs and an LIC, the LIC has priority over the Second Duty ASI.

NOTE 2:   If an enlisted individual has an LIC, the fifth position of the MOS (which is the SQI) must show an "L".

DUTY POSITION QUALIFICATION (1A): Designates the commander's evaluation of the individual's ability to perform the assigned duty.

EFFECTIVE DATE OF ATTACHMENT (6N): Enter the date the individual is attached. Must be numeric. Enter as YYMMDD.

EXAMPLE: 820821 (1982 August 21)

AUTHORIZED LINE DESIGNATOR (3AN): Enter the MTOE/TDA line number to which the individual is assigned in the first two positions. If designator contains a suffix, place in the third position; otherwise, the third position is left blank.

EXAMPLE: 05_   (Without suffix - third position is blank.)

05A   (With suffix - suffix is placed in the third position.)

NOTE: The character "_" means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character "_".

AUTHORIZED PARAGRAPH DESIGNATOR (4AN): In the first three positions, enter the MTOE/TDA paragraph number to which the individual is assigned. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank.

EXAMPLE: 200_   (Without suffix - fourth position is blank.)

200A   (With suffix - suffix is placed in the fourth position.)

NOTE 1:   Paragraph and Line Numbers are required on all individuals (including over-strength) except those in an extra TDA position. For those individuals in an

extra TDA Position, a DPOS transaction
must be accomplished (which will update
the Position Number Excess Individual).

NOTE 2:   The character "_" means blank space.
To enter a blank space, press the
[SPACE BAR]. Do not enter the
character "_".

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field
must contain the position number excess code when an
individual is in an excess status. Enter the code that
identifies the individual's excess status.

EXAMPLE: 9992   (Assigned to extra TDA position.)

NOTE: To delete, input data code YYYY.

COMMAND STATUS (1N): This code must be numeric.
Indicates whether or not individual is in a command
status. Applies to commissioned officers and warrant
officers only.

EXAMPLE: 1   (Currently assigned as the commander
of a Selected Reserve unit.)

3   (Never assigned as commander of a
Selected Reserve unit.)

ATTACHMENT CODE (1A): Indicates the status of an
individual attached to another unit.

EXAMPLE: A   (Attached for administration,
training and pay purposes.)

D   (Previously attached for
administration, training and pay
purposes.)

UNIT PROCESSING CODE OF ATTACHMENT (5AN): Enter the
appropriate UPC code.

EXAMPLE: PY1TB

NOTE: UPC is the UIC without the "W".

HEADQUARTERS LOCAL DATA (5AN): Enter information received from NGB. Information sent from the NGB level to the SIB is input in this field to update the state database.

DATE START OF DUTY FOR DEERS ELIGIBILITY (6N): Enter the date upon which the soldier will begin a tour of Active Duty which will last for a period of 31 or more consecutive days. Must as numeric. Enter as YYMMDD.

EXAMPLE: 820821 (1982 August 21)

DATE END OF DUTY FOR DEERS ELIGIBILITY (6N): Enter the date upon which the soldier will terminate a tour of Active Duty which has lasted for a period of 31 or more consecutive days. Must be numeric. Enter as YYMMDD.

EXAMPLE: 820821 (1982 August 21)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Civilian Grade; Civilian Employer; Date of Previous Record Status; Previous Record Status; Training Pay Retired Category; Loss Processing Identity; Montgomery G.I. Bill Eligibility Status; Date Montgomery G.I. Bill Eligibility Terminated; Montgomery G.I. Bill Recoupment Status; Months of Obligated Service Remaining; Record Status; Date of Record Status; Technician/Selective Service Code; Assignment/Loss Reason; Current Incentive/Termination Status; Attached Payroll Number; Record Precedence; Reserve Category; and Date of Current Incentive Termination Status.

EVALUATION REPORT
Transaction Mnemonic - EERF

S I D P E R S - A R N G

MNEMONIC: EERF	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

DATE OF END OF EVALUATION PERIOD:

PURPOSE: To report the date that ends an evaluation period.

REFERENCES: AR 135-205
              AR 623-1
              AR 623-105
              AR 623-205
              NGB Pam 25-10

SOURCE DOCUMENTS: DA Form 67-8
                  DA Form 1059
                  DA Form 2166-7

* * * * * * * * * * * * * * * * * * * *

CONTROL DATA

*DATE OF END OF EVALUATION PERIOD (6N): This is the
closing date ("thru" date) of the Officer Evaluation
Report (OER) and last day of month ("to" date) of the
Enlisted Evaluation Report (EER). Must be numeric.
Enter as YYMMDD.

      EXAMPLE: OER - 850720   (1985 July 20)
                  (OER 840721 "through" 850720)

                  EER - 851130   (1985 November 30)
                  (EER "from" 8412 "to" 8511)

          NOTE: Zero-filled for members with no
                  requirement for an evaluation.

END OF INPUT

ETHNIC GROUP
Transaction Mnemonic - EGD

S I D P E R S - A R N G	
MNEMONIC: EGD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ETHNIC GROUP:	

PURPOSE: To correct a previous Ethnic Group (EGD) entry.

REFERENCES: NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                    DD Form 1966 series
                    NGB Form 62
                    Personnel Interview Fact Sheet

****
CONTROL DATA

ETHNIC GROUP (1AN): Enter applicable code. Caucasian
and Negro must be coded as "X".

EXAMPLE: X (Other)

END OF INPUT

ENLISTMENT OPTION PERIOD
Transaction Mnemonic - ENOP

S I D P E R S - A R N G	
MNEMONIC: ENOP	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ENLISTMENT OPTION PERIOD:	

PURPOSE: To correct an erroneous Enlistment Option entry.

REFERENCE: NGR 600-200

SOURCE DOCUMENTS: DD Form 4
                     DD Form 1966 Series
                     NGB Pam 25-10

                     ****

CONTROL DATA

     *ENLISTMENT OPTION PERIOD (1N): Applies to non-prior
     service personnel only. Enter the appropriate code.
     Must be numeric.

          EXAMPLE: 1   (6x0 Standard Enlistment Option)

                    2   (4x2 Standard Enlistment Option)

                    4   (8x0 Standard Enlistment Option)

END OF INPUT

     DATA ELEMENTS GENERATED BY TRANSACTION INPUT: None.

ENLISTMENT/REENLISTMENT BONUS - RESERVE
Transaction Mnemonic - ERBR

S I D P E R S - A R N G	
MNEMONIC: ERBR	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ENLISTMENT/REENLISTMENT BONUS-RESERVE ENTITLEMENT: ENLISTMENT/REENLISTMENT BONUS RESERVE-MILITARY OCCUPATIONAL SPECIALTY-ENLISTED: NUMBER OF ENLISTMENT/ REENLISTMENT BONUS PAYMENTS: DATE OF CURRENT INCENTIVE/ TERMINATION STATUS:	ENLISTMENT/REENLISTMENT BONUS RESERVE ENTITLEMENT AUTHORIZATION: DATE OF ENLISTMENT/REENLISTMENT BONUS RESERVE: CURRENT INCENTIVE/ TERMINATION STATUS:

PURPOSE: To change, correct or terminate an individual's
            Incentive Program Entitlement.

REFERENCES: NGR 600-200
                  NGB Pam 25-10
                  NGB Pam 37-104-10

SOURCE DOCUMENTS: DA Form 1379
                     DA Form 4976-R
                     DA Form 4977-R
                     Annex to DD Form 4
                     NGB Form 22
                     SF 50
                     Orders

            ****

CONTROL DATA

    ENLISTMENT/REENLISTMENT BONUS - RESERVE ENTITLEMENT
    (1A): This data element identifies the type of
    incentive program to which an individual is entitled
    for current period of Enlistment/Reenlistment/
    Extension.

EXAMPLE: B   (Educational Assistance Bonus)

ENLISTMENT/REENLISTMENT BONUS - RESERVE ENTITLEMENT
AUTHORIZATION (1A): Used to indicate authorization or
termination of student loan repayment. May not be left
blank.

EXAMPLE: Q   (Not receiving incentive - no
                   previous incentive.)

           N   (Previous incentive recipient -
                   contract completed. Present term
                   without incentive.)

ENLISTMENT/REENLISTMENT BONUS - RESERVE - MILITARY
OCCUPATIONAL SPECIALTY - ENLISTED (3AN):   Enter
"Bonus" MOS (first three characters of the MOS). For
critical skills only.

EXAMPLE: 97B   (Counterintelligence Agent)

NOTE: Data code YY will delete.

DATE OF ENLISTMENT/REENLISTMENT BONUS - RESERVE (6N):
Enter date the individual was entitled to the bonus;
this is **not** the same as the date the individual
received payment. Must be numeric. Enter as YYMMDD.

EXAMPLE: 840626   (1984 June 26)

NUMBER OF ENLISTMENT/REENLISTMENT BONUS PAYMENTS (1N):
Enter the number of the correct payment made to the
individual **after** the initial bonus payment.

EXAMPLE: 1   (First payment made after the
                   initial payment)

NOTE: Zero-fill to delete.

CURRENT INCENTIVE/TERMINATION STATUS (1A):   Enter
applicable code. Must be alphabetic.

EXAMPLE: B   (Educational Assistance Bonus)

           I   (Member in bonus program which
                   changed to an MOS not authorized
                   bonus. Date must also be entered.)

J   (Member in bonus program transferred to a non-bonus unit within 50 miles. Date must also be entered.)

K   (Member in bonus program employed as ARNG technician. Date must also be entered.)

DATE OF CURRENT INCENTIVE/TERMINATION STATUS (6N): Enter the effective date. This field must have an entry when member is being terminated or suspended from the bonus program. Must be numeric. Enter as YYMMDD.

EXAMPLE: 840626   (1984 June 26)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: None.

EXPIRATION READY RESERVE OBLIGATION DATE
Transaction Mnemonic - ERRO

S I D P E R S - A R N G	
MNEMONIC: ERRO	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
EXPIRATION READY RESERVE OBLIGATION DATE:	

PURPOSE: To correct a previous Expiration Ready Reserve
           Obligation Date (ERRO) entry.

REFERENCES: AR 135-91
                 NGR 600-2
                 NGR 600-200

SOURCE DOCUMENTS: DD Form 4
                     DD Form 214
                     DD Form 215
                     DD Form 1966 series
                     DA Form 4836
                     NGB Form 22
                     NGB Form 62

              ****

CONTROL DATA

     *EXPIRATION READY RESERVE OBLIGATION DATE (6N): A date
     to indicate the expiration of the period the reservist
     is obligated or has agreed to serve as a member of the
     Ready Reserve.

          EXAMPLE: 860914   (1986 September 14)

END OF INPUT

EXPIRATION STATUTORY MILITARY OBLIGATION DATE
Transaction Mnemonic - ESMO

S I D P E R S - A R N G	
MNEMONIC: ESMO	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
EXPIRATION STATUTORY MILITARY OBLIGATION DATE:	

PURPOSE: To correct a previous Expiration Statutory
           Military Obligation Date (ESMO) entry, or to
           readjust the obligation date.

REFERENCES: AR 135-91
                   NGR 600-100
                   NGR 600-101
                   NGR 600-200
                   NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                     DD Form 214
                     DD Form 215
                     DD Form 1966 series
                     DA Form 4836
                     NGB Form 62

                 ****

CONTROL DATA

    *EXPIRATION STATUTORY MILITARY OBLIGATION DATE (6N):
    Enter the corrected date. This is the date the
    individual completed or will complete the period of
    service required by statute. Must be numeric. Enter
    as YYMMDD.

         EXAMPLE: 871126   (1987 November 26)

            NOTE: If date is unknown, enter 999999.

END OF INPUT

ENLISTMENT WAIVER CONDITION
Transaction Mnemonic - EWCD

S I D P E R S - A R N G	
MNEMONIC: EWCD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ENLISTMENT WAIVER CONDITION: ENLISTMENT WAIVER CONDITION:	

PURPOSE: To update, delete or correct Enlistment Waiver
          Condition.

REFERENCES: NGR 600-200
                NGB Pam 25-10

SOURCE DOCUMENT: Approved Waiver Request

                ****

CONTROL DATA

     *ENLISTMENT WAIVER CONDITION (2AN): This data element
     will appear **twice** on the screen. The first field is
     required; the second is optional. In correcting an
     entry or in removing an entry, the code presently
     resident on the database must be input and then the new
     code is entered. The new code will overlay the old
     code, change it, and the database will be updated in
     that manner. In cases where a soldier has more than
     one waiver, this transaction will be done for each
     waiver condition separately; for two waivers, the
     transaction will have to be accomplished twice.

          EXAMPLE: Correction of an entry:

                    In the first field, enter the code to be
                    corrected (the code presently resident
                    on the database).

                    A1   (Age)

Then, enter the new code in the second field.

A2   (Alcohol/Drug Abuse)

The database will now contain A2.

EXAMPLE: Removal (deletion) of an entry:

In the first field, enter the code to be deleted (code presently resident in the database).

P1   (Physical Qualifications)

Then, enter a code of "Z9" in the second field.

The code "Z9" will delete the old code from the database.

EXAMPLE: To add a code to the database:

Enter the code in the first field.

B1   (Service Headquarters Bar to Reenlistment)

A second entry is not required to add an Enlistment Waiver Condition code to the database. The database will now contain B1.

END OF INPUT

EXPIRATION DATE OF ATTACHMENT
Transaction Mnemonic - EXDA

S I D P E R S - A R N G	
MNEMONIC: EXDA	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
EXPIRATION DATE OF ATTACHMENT: EXPIRATION DATE INACTIVE NATIONAL GUARD:	

PURPOSE: To change or correct a previous Expiration Date of
           Attachment (EXDA) entry.

REFERENCES: NGR 600-200
                 NGR 600-101
                 NGR 600-100
                 NGB Pam 25-10

SOURCE DOCUMENTS: Orders

                ****

CONTROL DATA

        EXPIRATION DATE OF ATTACHMENT (6N): The date when
        attachment to another unit expires. Enter as YYMMDD.
        Must be numeric.

            EXAMPLE: 860914   (1986 September 14)

        EXPIRATION DATE INACTIVE NATIONAL GUARD (6N): Date
        when period of service in the Inactive National Guard
        (ING) terminates. Enter in YYMMDD format. Period of
        ING service does not require input; instead this date
        will be generated from Mandatory Removal Reason and
        Date (MRD) or Expiration Term of Service (ETS). Must
        be numeric.

            EXAMPLE: 880920   (1988 September 20)

END OF INPUT

EXTENSION
Transaction Mnemonic - EXT

S I D P E R S - A R N G	
MNEMONIC: EXT	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ENLSTMT-REENL- BONUS-ENTL:	ENLSTMT-REENL- BONUS-AUTH:
ENLSTMT-REENL- BONUS-MOS:	DATE-ENLSTMT- REENL-BONUS:
EXPIRATION TERM OF SERVICE DATE:	MONTHS OF CURRENT EXTENSION:
RETENTION WAIVER:	DATE-EXEC-6-YR SVC-OBLG:

PURPOSE: To report an Extension of Enlistment.

REFERENCES: NGR 600-200
               NGB Pam 25-10

SOURCE DOCUMENTS: DA Form 4836
                    Written Agreement for Bonus

        ****

CONTROL DATA

    ENLISTMENT/REENLISTMENT BONUS - RESERVE ENTITLEMENT
    (1A): Enter code "C" for extensions in bonus program of
    3, 4, or 5 years. Enter code "D" for members extending
    in a bonus program for 6 years. For members who have
    completed a previous bonus program, an "N" must be
    entered. Members returning from ING will also have an
    input of code "N". Enter code "Q" for members who have
    never been in a bonus program. This field will be
    blank for members extending G.I. Bill eligibility.
    Input of codes other than C, D, N, or Q will cause an
    error message to be displayed.

ENLISTMENT/REENLISTMENT BONUS - RESERVE ENTITLEMENT
AUTHORIZATION (1A): Used to indicate authorization or
termination of student loan repayment.

    EXAMPLE: T   (Enlist/Reenlist with Student
                              Loan Repayment Program)

ENLISTMENT/REENLISTMENT BONUS - RESERVE - MILITARY
OCCUPATIONAL SPECIALTY - ENLISTED (3AN): Enter the
Military Occupational Specialty (MOS) for which the
individual is receiving a bonus.

    EXAMPLE: IIB

DATE OF ENLISTMENT/REENLISTMENT BONUS - RESERVE (6N):
This is the date the individual is enrolled in a bonus
program. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 850201   (1985 February 1)

*EXPIRATION TERM OF SERVICE DATE (6N): Enter
individual's new ETS date established by this
extension. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 880130   (1988 January 30)

MONTHS OF CURRENT EXTENSION (3N): Indicates the months
of **this** extension only. It does not include any time
that the individual has served under prior extensions.
Must be numeric. Justify with leading zeros if less
than 100. Cannot exceed 72. Extension for less than 1
month must be coded as 001.

    EXAMPLE: 036 (36 months)

RETENTION WAIVER (2AN): Enter appropriate code. If no
waiver is called for, leave blank.

    EXAMPLE: B8   (Waiver of limitation to 3 years.)

              C0   (Reenlistment or extension past age
                  60.)

DATE OF EXECUTION OF 6 YEAR SERVICE OBLIGATION (6N):
This is the date an individual executes or incurs a 6
year agreement to stay in the Selected Reserve to
qualify for Montgomery G.I. Bill benefits. Must be
numeric. Code as YYMMDD.

    EXAMPLE: 911115   (1991 November 15)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT:
Cumulative Months of Extension; Number of Extensions of
Enlistment; Term of Enlistment Reserve; Current
Incentive Termination Status; Date of Current Incentive
Termination Status; Expiration Ready Reserve
Obligation; Date of Current Extension; Expiration Ready
Reserve Obligation Date; Montgomery G.I. Bill
Eligibility Status - Reserve Component; Date Montgomery
G.I. Bill Eligibility Start - Reserve Component; Date
Montgomery G.I. Bill Eligibility Terminated - Reserve
Component; and Date Current Service Agreement.

FEDERAL RECOGNITION IDENTIFICATION
Transaction Mnemonic - FRG

S I D P E R S - A R N G	
MNEMONIC: FRG	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
FEDERAL RECOGNITION IDENTIFICATION:	GRADE ABBREVIATION AND CODE:
DATE OF RANK, RESERVE:	GRADE HOW ACQUIRED CODE:
GRADE CHANGE WAIVER:	
BASIC BRANCH:	PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR-
COMMISSION/WARRANT OFFICER SERVICE DATE:	WARRANT OFFICER:

PURPOSE: To record reason for granting Federal recognition
           for specific personnel actions.

    NOTE: Initial appointment is done as a separate
               gain transaction, not to be confused with
               this transaction.

REFERENCES: NGR 600-100
               NGR 600-101
               NGB Pam 25-10

SOURCE DOCUMENTS: Federal Recognition Orders

               ****

    NOTE: This transaction will blank-out 'Date of
               Projected Promotion Eligibility' for ranks of
               CW4, COL, BG, and MG.

CONTROL DATA

    *FEDERAL RECOGNITION IDENTIFICATION (1A):   Enter
    appropriate code for which Federal recognition was
    granted. Applicable codes within this transaction are
    B, C, or D only.

    EXAMPLE: B   (Promotion)

               C   (Change of Branch)

               D   (Change of MOS; warrant officer
                      only)

GRADE ABBREVIATION AND CODE (4AN): Enter the
appropriate code for which Federal recognition was
granted. This entry is required for promotion and
reduction.

    EXAMPLE: CW2W   (Chief Warrant Officer, W2)

               MAJD   (Major)

DATE OF RANK, RESERVE (6N): Enter the date the
individual was promoted. This entry is required in
cases of promotion. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 850101   (1985 January 1)

GRADE HOW ACQUIRED CODE (1A): This code identifies the
reason for an individual's change in grade. Must be
alphabetic. Required in cases of promotion.

    EXAMPLE: D   (Officer promotion other than code
                      B; advancement of only one pay
                      grade.)

GRADE CHANGE WAIVER (2AN): This code identifies the
waiver allowed for Federal recognition to be granted.
If waiver is granted for promotion, this entry is
required. Enter appropriate code.

    EXAMPLE: D2   (Promoted without regard to
                      position vacancy.)

BASIC BRANCH (2A): Enter the appropriate code for the
branch for which Federal recognition was granted. This
entry is required in cases of change of branch.

    EXAMPLE: AG   (Adjutant General's Corps)

PRIMARY MILITARY OCCUPATIONAL SPECIALTY
DESIGNATOR-WARRANT OFFICER (5AN): Applies to warrant
officers only. Identifies the Primary Military
Occupational Specialty (PMOS) warrant officer carries
under this Federal recognition. Required entry for
change of PMOS.

EXAMPLE: 42OA0

COMMISSION/WARRANT OFFICER SERVICE DATE (6N):   Enter
the date on which an individual's initial or
constructive commissioned/warrant officer service
began. Must be numeric. Enter as YYMMDD.

EXAMPLE: 840201   (1984 February 1)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT:
Effective Date of Grade; Promotion Consideration Code;
Date of Promotion Consideration; Date of Projected
Promotion Eligibility; Date of Mandatory Removal; Pay
Grade; and Promotion Processing Identity.

GRADE ABBREVIATION AND CODE
Transaction Mnemonic - GRCD

S I D P E R S - A R N G	
MNEMONIC: GRCD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
GRADE ABBREVIATION AND CODE: EFFECTIVE DATE OF GRADE:	

PURPOSE: To change or correct an officer's Grade
           Abbreviation and Code, and an Effective Date of
           Grade for enlisted personnel or officers.

   NOTE 1:   This transaction is not to be used to
             promote or reduce personnel. To promote
             or reduce officer personnel, a Federal
             Recognition Identification (FRG)
             transaction will be used. To promote or
             reduce enlisted personnel, a Grade
             Change (GRCH) transaction will be used.

   NOTE 2:   A Grade Abbreviation and Code (GRCD)
             transaction will be used to correct or
             change a commissioned officer's Grade
             Abbreviation and Code only when the
             individual has more than 4 years of
             active service in an enlisted or warrant
             officer status. Warrant officer and
             enlisted time can be combined (see
             Change 79 to the DOD Pay Manual).

   NOTE 3:   When using a Grade Abbreviation and Code
             (GRCD) to change or correct an Effective
             Date of Grade, only input the changed or
             corrected effective date on the
             transaction.

REFERENCES: NGR 600-100
              NGR 600-101
              NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
DD Form 214
DD Form 215
DD Form 1966 series
NGB Form 22
NGB Form 62
Federal Recognition Orders

* * * * * * * * * * * * * * * *

CONTROL DATA

*GRADE ABBREVIATION AND CODE (4AN): A rating in a graduated progression of ratings in an armed service. The abbreviation and code in which the individual is now serving or has served.

> EXAMPLE: 2LT7 (Second Lieutenant with over 4 years of service as an enlisted person.)

> NOTE: This transaction applies only to codes CPT5, CPTE, 1LT6, ILTF, 2LTG, and 2LT7.

EFFECTIVE DATE OF GRADE (6N): This is the effective date of appointment for officers or lateral appointment for enlisted personnel. This date is also for administrative reductions or reinstatement following an administrative reduction. Must be numeric. Enter as YYMMDD. May not be left blank.

> EXAMPLE: 911115   (1991 November 15)

END OF INPUT

DATA ELEMENT GENERATED BY TRANSACTION INPUT: Pay Grade.

GRADE CHANGE
Transaction Mnemonic - GRCH

S I D P E R S - A R N G	
MNEMONIC: GRCH	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
GR-ABBR-CODE:	GR-HOW-ACQ-CODE:
DOR-RES:	PMOSD-ENLD-BASIS-ACQ:
GR-CH-WVR:	DY-POSN-QUAL:
PMOSD-ENLD:	ASI-PMOSD-ENLD:
SMOSD-ENLD:	ASI-SMOSD-ENLD:
AMOSD-ENLD:	ASI-AMOSD-ENLD:

PURPOSE: To change grade because of promotion, reduction or
           lateral appointment. This transaction is used
           only for enlisted personnel. To change a grade
           for an officer, see Grade Abbreviation and Code
           (GRCD) transaction.

REFERENCES: AR 611-201
                NGR 600-200
                NGB Pam 25-10

SOURCE DOCUMENTS: DA Form 4187
                      DD Form 4
                      DD Form 214
                      DD Form 215
                      DD Form 1966 series
                      NGB Form 22
                      Orders
                      School Certificate

                ****

CONTROL DATA

       NOTE: Transaction Date must be the effective date
                   indicated on the Promotion or Reduction
                   order.

*GRADE ABBREVIATION AND CODE (4AN): Enter the correct Grade Abbreviation and Code.

EXAMPLE: SFC7 (Sergeant First Class)

*GRADE HOW ACQUIRED CODE (1A): This data element identifies the reason for a change in an individual's grade. Must be alphabetic.

EXAMPLE: D (Enlisted promotion - advancement of only one pay grade.)

*DATE OF RANK - RESERVE (6N): Enter the date an individual was promoted, reduced, or laterally appointed to include any adjustment. Must be numeric. Enter as YYMMDD.

EXAMPLE: 840615 (1984 June 15)

ADVANCEMENT	Enter the Date of Rank as indicated on the DA Form 4187.
PROMOTION/REDUCTION	Enter the date of the order or the Date of Rank as indicated on the order.
LATERAL APPOINTMENT	Date of Rank remains unchanged but must be reentered. This date will be the Date of Rank for the rank from which the appointment is made.

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED - BASIS FOR ACQUIRING (1A): This data element is used to identify how or why an individual's PMOS has changed.

EXAMPLE: A Successful completion of formal school training to include MOS award at any TRADOC Army Service School or at a U.S. Army Training Center.

GRADE CHANGE WAIVER (2AN): This code identifies the waiver granted for promotion or lateral appointment.

EXAMPLE: D2   (Promoted without regard to
position vacancy.)

DUTY POSITION QUALIFICATION (1A): Designates the
commander's evaluation of the individual's ability to
perform the assigned duty.

EXAMPLE: Q   (Qualified)

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED (5AN): Enter PMOS awarded on orders.

EXAMPLE: 75Z40   (Personnel Sergeant)

ADDITIONAL SKILL IDENTIFIER - PRIMARY MILITARY
OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (2AN):
Identifies the individual's specialized skill directly
related to the PMOS. The Additional Skill Identifier
(ASI) is in the sixth and seventh positions of the
ASI-PMOSD-ENLD.

EXAMPLE: A3   (Force Development (TAADS))

SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED (5AN): Identifies MOS subordinate to PMOS.
In order to be promoted to E-7 and above, an individual
must be awarded or eligible for Secondary Military
Occupational Specialty (SMOS).

EXAMPLE: 71L40   (Administration Specialist)

ADDITIONAL SKILL IDENTIFIER - SECONDARY MILITARY
OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (2AN):
Enter the designated ASI for the SMOS.

EXAMPLE: F5   (Postal Operations)

ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED (5AN): MOS in addition to PMOS and SMOS.
Individual must be qualified through formal training or
experience.

EXAMPLE: 92Y40   (Senior Supply Specialist)

ADDITIONAL SKILL IDENTIFIER - ADDITIONAL MILITARY
OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (2AN):
Enter the designated ASI for the AMOSD.

EXAMPLE: F4   (Division's Supply Operations
Automated (Property Book))

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT:
Effective Date of Grade; Pay Grade; and Promotion
Processing Identity.

GRADE CHANGE WAIVER
Transaction Mnemonic - GRWV

S I D P E R S - A R N G	
MNEMONIC: GRWV	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
GRADE CHANGE WAIVER:	

PURPOSE: To correct previous Grade Change Waiver (GRWV)
           entry.

REFERENCES: NGR 600-100
                 NGR 600-101
                 NGR 600-200
                 NGB Pam 25-10

SOURCE DOCUMENT: Request for Waiver

             ****

CONTROL DATA

     *GRADE CHANGE WAIVER (2AN): This data element
     identifies the waiver granted for promotion or
     appointment.

          EXAMPLE: D2   (Promoted without regard to
                          position vacancy.)

            NOTE: To delete, use data code "YY".

END OF INPUT

INITIAL ACTIVE DUTY TRAINING
Transaction Mnemonic - IADT

S I D P E R S - A R N G	
MNEMONIC: IADT	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

TNG-STAT:	DATE-TNG-START:	PHYS-CAT:
PHYS-PRFL-SER:	HEIGHT-IND:	WEIGHT-IND:
YR-MO-LAST-PHYS-EXAM:	POSN-NBR-EXCESS-IND:	
PMOSD-ENLD-BASIS-ACQ:	AUTH-PARA-DSG:	AUTH-LINE-DSG:
PMOS-ENLD:	NBR-MO-ACT-FED-SVC:	DUTY-POSITION:
DY-POSN-QUAL:		

PURPOSE: To change training status as it relates to Initial
          Entry Training (IET); entering or returning from.

REFERENCES: NGR 600-200
                 NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 214
                     DD Form 215
                     Orders

                 ****

CONTROL DATA

     *TRAINING STATUS (1A): Identifies an individual's
     initial entry training status. Enter the appropriate
     code. Must be alphabetic.

          EXAMPLE: A   (Non-prior service, awaiting IET in
                         a pay status.)

                    C   (Individual completed IADT (enlisted
                         NPS and officers))

     *DATE OF TRAINING STATUS (6N): Enter the date an
     individual enters training status, or last change in
     training status. Must be numeric. Enter as YYMMDD.

EXAMPLE: 840916   (1984 September 16)

PHYSICAL CATEGORY (1A): Identifies an individual's
physical duty limitation as indicated on SF 88. See
NGB Pam 25-10 for detailed explanation of each
category.

PHYSICAL PROFILE SERIAL (6N): Identifies the physical
abilities classification in terms of six factors
designated as P-U-L-H-E-S.

HEIGHT, INDIVIDUAL (2N): Indicates height in inches.

WEIGHT, INDIVIDUAL (3N): Indicates weight in pounds.

YEAR-MONTH LAST PHYSICAL EXAM (4N): Date of last
physical exam. Must be numeric. Enter as YYMM.

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field
must contain the position number excess code when an
individual is in an excess status. Enter the code that
identifies the individual's excess status.

EXAMPLE: 9992   (Assigned to extra TDA
                   position.)

NOTE: To delete, input data code YYYY.

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED - BASIS FOR ACQUIRING (1A): Identifies how or
why an individual PMOS has changed.

AUTHORIZED PARAGRAPH DESIGNATOR (4AN): Identifies the
subdivision of a unit authorization document (MTOE/TDA)
that individual is assigned to.

AUTHORIZED LINE DESIGNATOR (3AN): Identifies specific
position in an organizational document (MTOE/TDA) that
an individual is assigned to.

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED (5AN): Identifies the Primary MOS awarded by
orders.

NUMBER MONTHS ACTIVE FEDERAL SERVICE (3N): Identifies
the cumulative period of creditable full-time active
duty expressed in 30-day increments. Precede with
zeros if less than 100.

DUTY POSITION (9AN): Identifies skills and job
requirements an individual is actually performing as
reflected in the authorization document.

DUTY POSITION QUALIFICATION (1A): Designates the commander's evaluation of the individual's ability to perform the assigned duty.

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Date of Previous Record Status; Reserve Category; Training Pay Retired Category; Initial Active Duty Training Processing Identity; Montgomery G.I. Bill Eligibility Status; Date Montgomery G.I. Bill Eligibility Start - Reserve Component; Date Montgomery G.I. Bill Eligibility Terminated - Reserve Component; Record Status; Date of Record Status; Previous Record Status; Date Start Duty DEERS Eligibility; and Date End Duty DEERS Eligibility.

INCENTIVE PAY
Transaction Mnemonic - IPAY

S I D P E R S - A R N G	
MNEMONIC: IPAY	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
INCENTIVE PAY INDICATOR NUMBER ONE: DATE INCENTIVE PAY NUMBER ONE: INCENTIVE PAY INDICATOR NUMBER TWO: DATE INCENTIVE PAY NUMBER TWO:	

PURPOSE: To award or withdraw Incentive Pay or correct a
         previous entry.

REFERENCES: DOD Pay Manual
               AR 37-104-3
               NGB Pam 25-10

SOURCE DOCUMENTS: Orders

****

CONTROL DATA

INCENTIVE PAY INDICATOR NUMBER ONE (1N): This is the
first pay over and above basic pay for hazardous duty.
Enter appropriate code. May not be left blank. Zero
fill.

EXAMPLE: 4   (Demolition Duty Pay)

NOTE: Zero fill to delete. When
           deleting, effective date must be
           entered in Date IPAY Number One.

DATE INCENTIVE PAY INDICATOR NUMBER ONE (6N): Enter
the effective date of entitlement or termination as
YYMMDD.

EXAMPLE: 840101   (1984 January 1)

INCENTIVE PAY INDICATOR NUMBER TWO (1N): This is a
second pay over and above basic pay for hazardous duty.
Enter appropriate code. Must be numeric. May not be
left blank. Zero fill.

EXAMPLE: 3   (Parachute Duty Pay)

NOTE: Zero fill to delete. When
           deleting, effective date must be
           entered in Date IPAY Number Two.

DATE INCENTIVE PAY INDICATOR NUMBER TWO (6N): Enter
the effective date of entitlement or termination as
YYMMDD. Must be numeric.

EXAMPLE: 840609   (1984 June 9)

END OF INPUT

INITIAL PROCUREMENT AND DATE
Transaction Mnemonic - IPCD

S I D P E R S - A R N G	
MNEMONIC: IPCD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

INITIAL PROCUREMENT
 	
    MIL_PERS_CLASS:
    PREV_ORG_IDENT:
    PROCUREMENT PROGRAM:
 	
DATE OF INITIAL PROCUREMENT:
 	
SRC-ORIG-ENL-IND: SRC-CMSN-WRNT:	

PURPOSE: To correct previous Initial Procurement and Date
            (IPCD) entry; used for both non-prior and prior
            service personnel.

REFERENCES: NGR 600-100
               NGR 600-101
               NGR 600-200
               NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                     DD Form 214
                     DD Form 215
                     DD Form 1966 series
                     NGB Form 22
                     NGB Form 62

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NOTE: When changing Initial Procurement Program or Date
         of Initial Procurement, it may be necessary to
         input a change to Source of Original Enlistment/
         Induction or Source of Commission/Warrant because
         these two data elements are no longer generated by
         an Initial Procurement and Date (IPCD)
         transaction.

CONTROL DATA

    *INITIAL PROCUREMENT (4A):   (Next three data elements.)
    These codes, once established, will never change.

Enter the correct codes for Military Personnel Class
(MPC) at the time the individual first obtained a
military status, the previous organization
identification, and the procurement program under which
the individual first obtained a military status.

    a.   *MILITARY PERSONNEL CLASS (1A): Enter
        appropriate code (commissioned officer,
        warrant officer, or enlisted) indicating MPC
        for individual at time of **first** military
        status.

           EXAMPLE: E   (Enlisted)

    b.   *PREVIOUS ORGANIZATION IDENTIFICATION (1A):
        Enter applicable code. Initial entry into
        any military service.

           EXAMPLE: D   (Active Component, U.S.
                         Army)

                      B   Army National Guard Unit)

        NOTE: Use B for non-prior service
                 personnel.

    c.   *PROCUREMENT PROGRAM: Enter the Procurement
        under which the individual first obtained a
        military status.

           EXAMPLE: BJ   (Standard Enlistment
                       Option - Active Component
                       only)

                    AX   (Title 10 USC 511d) ARNG
                       Non-prior Service Gain

*DATE OF INITIAL PROCUREMENT (6N): This is the date an
individual **first** obtained military status. Must be
numeric. Enter as YYMMDD.

    EXAMPLE: 840914   (1984 September 14)

SOURCE OF ORIGINAL ENLISTMENT/INDUCTION (1N): Enter
the original source of an individual's initial (first)
enlistment/induction into service. The data is
intended to be a permanent record and should change
only if an error is found.

    EXAMPLE: 0   (Induction - any service)

SOURCE COMMISSION/WARRANT (1AN): This is the initial
(first time) appointment. Applies to individual now
serving in a commissioned or warrant status. When
original source of appointment is incorrect on the
database, enter the correct source of appointment code.
If the data element is left blank, the system will
generate the code.

    EXAMPLE: 0   (Academy graduate - any service)

END OF INPUT

DATA ELEMENT GENERATED BY TRANSACTION INPUT: Date of
Current Service Agreement.

LANGUAGE IDENTITY
Transaction Mnemonic - LANG

S I D P E R S - A R N G	
MNEMONIC: LANG	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
FIRST LANGUAGE IDENTITY:	

PURPOSE: To correct, add, or delete a previous entry.

REFERENCES: AR 611-6
                NGB Pam 25-10

SOURCE DOCUMENT: DA Form 330

****

CONTROL DATA

    *FIRST LANGUAGE IDENTITY (2A): A language other than
    English, reported as a result of a language test
    recorded on DA Form 330. Enter appropriate code. Must
    be alphabetic.

        EXAMPLE: GM   (German)

            NOTE 1:   Data Code YY for no language
                       proficiency.

            NOTE 2:   An enlisted individual with a
                       language identity must have "L" in
                       the fifth position (SQI) of the
                       MOS.

END OF INPUT

LOCAL DATA - PERSONNEL
Transaction Mnemonic - LDP

S I D P E R S - A R N G	
MNEMONIC: LDP	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
LOCAL DATA PERSONNEL: LOCAL DATA PERSONNEL: LOCAL DATA PERSONNEL: POSITION NUMBER EXCESS INDIVIDUAL:	

PURPOSE: To provide information concerning an individual
           which is not available in data elements.

REFERENCE: SIB LOI

SOURCE DOCUMENT: SIB LOI

****

CONTROL DATA

    LOCAL DATA - PERSONNEL (7AN): This is a field allowing
    seven alphanumeric characters for local state use. Any
    information entered in this field should be zero filled
    and left justified if the complete field is not used.
    When any information in this field is updated, only the
    character being changed needs to be input. This field
    should be kept under the control of the SIB Chief.

    LOCAL DATA - PERSONNEL (7AN): This is a field allowing
    seven alphanumeric characters for local state use. Any
    information entered in this field should be zero filled
    and left justified if the complete field is not used.
    When any information in this field is updated, only the
    character being changed needs to be input. This field
    should be kept under the control of the SIB Chief.

    LOCAL DATA - PERSONNEL (11AN): This is a field
    allowing 11 alphanumeric characters for local state
    use. Any information entered in this field should be
    zero filled and left justified if the complete field is

not used. When any information in this field is
updated, only the character being changed needs to be
input. This field should be kept under the control of
the SIB Chief.

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field
must contain the position number excess code when an
individual is in an excess status. Enter the code that
identifies the individual's excess status.

    EXAMPLE: 9992   (Assigned to extra TDA
                                    position.)

      NOTE: To delete, input data code 'YYYY'.

END OF INPUT

   DATA ELEMENTS GENERATED BY TRANSACTION INPUT: None.

LOCAL DATA - PERSONNEL
Transaction Mnemonic - LDPA

S I D P E R S - A R N G	
MNEMONIC: LDPA	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
LOCAL DATA PERSONNEL:	

PURPOSE: To provide information at the National Guard
           Bureau (NGB) concerning individual which is not
           available in data elements.

REFERENCE: SID LOI

SOURCE DOCUMENT: N/A

               ****

CONTROL DATA

    LOCAL DATA - PERSONNEL (5AN): Enter information
    received from NGB. Information sent from the NGB level
    to the SIB is input in this field to update the state
    database.

END OF INPUT

    DATA ELEMENTS GENERATED BY TRANSACTION INPUT: None.

MARITAL STATUS
Transaction Mnemonic - MARS

S I D P E R S - A R N G	
MNEMONIC: MARS	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
MARITAL STATUS: DEPENDENTS, NUMBER OF: BAQ-DEP-TYPE: BAQ-DOB-PD: BAQ-STAT: BAQ-EFF-DATE:	

PURPOSE: To report a change or correction of an
           individual's marital status and/or number of
           dependents.

REFERENCE: NGB Pam 25-10

SOURCE DOCUMENTS: Marriage Certificate
                    Divorce Decree
                    Interlocutory Decree Pending Divorce
                    Birth Certificate

                    ****

CONTROL DATA

     MARITAL STATUS (1A):   Enter appropriate code.

          EXAMPLE: D   (Divorced)

     DEPENDENTS, NUMBER OF (1N):   Enter number of
     dependents. Must be numeric.

          EXAMPLE: 2   (Two dependents)

               NOTE: Individual having eight or more
                         dependents is coded as "8".

BAQ DEPENDENT TYPE (1AN): Enter member's dependent type for which Basic Allowance for Quarters is provided.

    EXAMPLE: A   (Spouse)

BAQ DATE OF BIRTH PRIMARY DEPENDENT (6N): Enter date of birth of youngest child. Entry is required if BAQ dependent type is other than A, B, I, O, or W. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 900101   (1990 January 1)

BAQ STATUS (1N): Enter member's BAQ eligibility status. Must be numeric.

    EXAMPLE: 0   (No dependents)

BAQ EFFECTIVE DATE (6N): This field identifies the date BAQ status was certified. Entry is required if other than zero. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 860623   (1986 June 23)

END OF INPUT

    DATA ELEMENTS GENERATED BY TRANSACTION INPUT: None.

MONTGOMERY G.I. BILL
Transaction Mnemonic - MGIB

S I D P E R S - A R N G	
MNEMONIC: MGIB	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
MGIB-ELIG-STAT-RC:	MGIB-RECOUP-STAT-RC:
DATE-EXEC-6-YR-SVC-OBL-RC:	DATE-MGIB-ELIG-START-RC:
DATE-MGIB-ELIG-STOP-RC:	MO-OBL-SVC-REMAIN-RC:
MGIB-ELIG-STAT-AD:	DATE-DECLARE-MGIB-ENROLL-AD:
ACF-MGIB-INCR-BASIC-BNFT-AD:	MGIB-MNTH-SPLMNTL-ALLOW-AD:

PURPOSE: To identify eligibility or termination for the
           Montgomery G.I. Bill.

REFERENCES: NGB Pam 25-10
                PL 98-525
                DODI 1322.17

SOURCE DOCUMENTS: Orders
                     DA Form 2384 (NOBE)
                     DA Form 4836
                     DD Form 4
                     DD Form 2366

                 * * * * * * * * * * * * * * * * * * *

CONTROL DATA

   *MONTGOMERY G.I. BILL ELIGIBILITY STATUS - RESERVE
   COMPONENT (1AN): This data element indicates if a member
   is eligible or not eligible for the Montgomery G.I. Bill.

              EXAMPLE: 1   (Meets the eligibility criteria
                              under the provisions of Public Law
                              98-525.)

                        6   (Eligibility terminated; correction
                              of erroneous report of
                              eligibility.)

MONTGOMERY G.I. BILL RECOUPMENT STATUS - RESERVE
COMPONENT (1N): To identify if recoupment of benefits is
required.

      EXAMPLE: 3   (Required, waived)

DATE OF EXECUTION 6 YEAR SERVICE OBLIGATION - RESERVE
COMPONENT(6N): This is the date an individual executes
or incurs a 6 year agreement to stay in the Selected
Reserve to qualify for Montgomery G.I. Bill benefits.
Must be numeric. Enter as YYMMDD.

      EXAMPLE: 910710   (1991 July 10)

DATE MONTGOMERY G.I. BILL ELIGIBILITY START - RESERVE
COMPONENT (6N): The date a member becomes eligible for
Montgomery G.I. Bill benefits. If extending, it is the
date the member signed a DA Form 4836; if reenlisting, it
is the date that a DD Form 4 is signed (after first
meeting all enlistment requirements). This date also
establishes the 10 year eligibility window.

      NOTE: If enlisting, date must be after 30 June
              1985.

      EXAMPLE: 850908   (1985 September 8)

DATE MONTGOMERY G.I. BILL ELIGIBILITY STOP - RESERVE
COMPONENT (6N): This data element is used in conjunction
with Montgomery G.I. Bill Recoupment Status. The date
the member's eligibility for the Montgomery G.I. Bill
will be terminated. Must be numeric. Enter as YYMMDD.

      EXAMPLE: 860102   (1986 January 2)

MONTHS OF OBLIGATED SERVICE REMAINING - RESERVE COMPONENT
(2N): The number of obligated months an individual has
remaining as a member of the Selected Reserve.

      EXAMPLE: 36   (36 months)

MONTGOMERY G.I. BILL ELIGIBILITY STATUS - ACTIVE DUTY
(1AN): This data element indicates if a member is
eligible or not eligible for the Montgomery G.I. Bill
(Active Duty).

      EXAMPLE: 1   (Ineligibile: entered Active Duty
                      prior to 1 July 1985.)

                4   (Enrolled: service member or Active
                      Duty for a period of obligated
                      service of three years or more.)

DATE DECLARE MONTGOMERY G.I. BILL ENROLLMENT - ACTIVE
DUTY (6N): This data element indicates the date a
service member accepts enrollment in the Active Duty
Montgomery G.I. Bill. Code as YYMMDD.

     EXAMPLE: 910710   (1991 July 10)

ARMY COLLEGE FUND MONTGOMERY G.I. BILL INCREASE OF BASIC
BENEFIT - ACTIVE DUTY (1AN): This data element indicates
the dollar amount that a qualified candidate is entitled
to receive, over and above the basic amount, under the
Montgomery G.I. Bill.

     EXAMPLE: L   ($8000 Army College Fund)

               Y   (None)

MONTGOMERY G.I. BILL MONTHLY SUPPLEMENTAL ALLOWANCE -
ACTIVE DUTY (1AN): This data element indicates the
amount of supplemental Montgomery G.I. Bill allowance for
Active Duty a service member is entitled to receive. May
be left blank.

     EXAMPLE: Y   (None)

END OF INPUT

MILITARY EDUCATION ENROLLED
Transaction Mnemonic - MILE

S I D P E R S - A R N G	
MNEMONIC: MILE	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
COURSE LEVEL ENROLLED: BRANCH SCHOOL ENROLLED: NCO EDUCATION ENROLLED:	

PURPOSE: To record or correct an individual's level of
           enrollment in military education and/or indicate
           an officer's Branch School enrolled.

REFERENCES: DA Pam 351-4
                NGB Pam 25-10

SOURCE DOCUMENTS: Orders
                    DA Form 145
                    Enrollment Notice

****
CONTROL DATA

COURSE LEVEL ENROLLED (2AN): Applies to commissioned
officers/warrant officers only. Identifies level of
military education in which an individual is now
enrolled.

        EXAMPLE: DL   (U.S. Army Command and General
                        Staff College)

                  TO   (Withdrawal or nonparticipation in
                        any of the above courses.)

BRANCH SCHOOL ENROLLED (2A): Applies to officers/warrant
officers only. Identifies branch course in which an
individual is enrolled.

        EXAMPLE: FA   (Field Artillery)

<u>NCO EDUCATION ENROLLED (1A)</u>: Applies to enlisted personnel only. Identifies level of military education in which an individual is enrolled.

      EXAMPLE: K   (Senior NCO Course)

             NOTE: Data code "Z" will identify withdrawal or nonparticipation.

<u>END OF INPUT</u>

MISCELLANEOUS
Transaction Mnemonic - MISC

S I D P E R S - A R N G	
MNEMONIC: MISC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
CUMULATIVE MONTHS OF EXTENSION:	CUMULATIVE RE- TIREMENT POINTS:
NBR-MO-ACT-FED-SVC:	TOT-YR-SAT-SVC-RT:
DETAIL BRANCH:	BASIC BRANCH:
DSG-CON-SP:	TRAINING STATUS:
DATE-TNG-STAT:	END-DT-DTY-DEERS-ELIG:

PURPOSE: To report a change or correction of selected
           personnel information using only the data elements
           present on each transaction.

REFERENCES: NGR 600-200
              NGR 640-1
              NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                    DD Form 214
                    DA Form 1380
                    DA Form 1383
                    DA Form 3593
                    DA Form 3686 (LES)
                    DA Form 4836
                    NGB Form 22
                    NGB Form 23
                    Orders
                    Twenty Year Completion Certificate

                    ****

CONTROL DATA

   CUMULATIVE MONTHS OF EXTENSION (3N):   Consists of all
   extensions of present enlistment.   Must be numeric.
   Justify with leading zeros if less than 100.

        EXAMPLE: 036   (36 months)

CUMULATIVE RETIREMENT POINTS (4N): Must be numeric.
Enter individual's **total** number of points. Must be
justified with leading zeros if less than 1000.

> EXAMPLE: 0180   (180 points)
>
> 1140   (1140 points)

NUMBER OF MONTHS OF ACTIVE FEDERAL SERVICE (3N): Must be
numeric. Enter individual's total number of months.
Must be justified with leading zeros if less than 100.

> EXAMPLE: 036   (36 Months)

TOTAL YEARS SATISFACTORY FEDERAL SERVICE FOR RETIREMENT
(2N): Identifies individual's creditable years of
military service acceptable for retirement purposes.
Justify with leading zeros if less than 10.

> EXAMPLE: 08   (8 years)

DETAIL BRANCH (2A): Commissioned officers only. A
branch to which an officer is detailed, other than a
basic branch. Must be alphabetic.

> NOTE: Data code YY will identify no Detail
> Branch.

BASIC BRANCH (2A): Commissioned officers only. The
branch to which an officer is commissioned/appointed.
Must be alphabetic.

DESIGNATED CONTROL SPECIALTY (2N): A designation of a
specialty that facilitates the management of commissioned
officers. Must be numeric.

TRAINING STATUS (1A): Identifies individual's initial
entry training status. Enter appropriate code.

> NOTE: When correction to Training Status is
> being made, the DATE-TNG-STAT must be the
> date from block 43 of the Leave and
> Earning Statement (LES). Input of
> correction to Training Status **requires**
> input of DATE-TNG-STAT.

DATE OF TRAINING STATUS (6N): Enter date individual
enters training status, or date of last change in
training status. Must be numeric. Enter as YYMMDD.

> NOTE: When a correction to DATE-TNG-STAT is
> being input and the date in block 43 of

the LES is a prior date, input same
Training Status as in PF with new
DATE-TNG-STAT. Input of Training Status
required. When a correction to
DATE-TNG-STAT is being input and the date
in block 43 of LES is a later date, input
correct Training Status with correct
DATE-TNG-STAT. This requires input of
"MISC" transaction twice. (REF: Appendix
B, NGB Pam 37-104-10.) Input of Training
Status required.

END DATE OF DUTY FOR DEERS ELIGIBILITY (6N): Enter the
date upon which the soldier will terminate a tour of
Active Duty which has lasted for a period of 31 or more
consecutive days.

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Training
Pay Retired Category; Previous Record Status; Reserve
Category; Date of Previous Record Status; Record Status;
and Date of Record Status.

MILITARY EDUCATION COMPLETED
Transaction Mnemonic - MLED

S I D P E R S - A R N G	
MNEMONIC: MLED	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
HIGHEST MILITARY COLLEGE/COURSE COMPLETED: BRANCH SCHOOL COMPLETED: NCO EDUCATION:	

PURPOSE: To update/correct an individual's level of
           completed military education and to indicate the
           highest military course or branch school
           completed.

REFERENCES: DA Pam 351-4
                NGB Pam 25-10

SOURCE DOCUMENTS: Completion Certificate
                      Diploma

                 ****

CONTROL DATA

    HIGHEST MILITARY COLLEGE/COURSE COMPLETED (2AN):
    Applicable to commissioned officers and warrant officers
    only. If Certificate of Completion/Diploma identifies a
    higher military education level than is presently
    resident on the database, enter the code indicating
    course completion.

              EXAMPLE: DL   (U.S. Army Command and General
                               Staff Officer Course)

    BRANCH SCHOOL COMPLETED (2A): Applies to commissioned
    officers and warrant officers only. If Certificate of
    Completion/Diploma indicates a branch school completion
    other than one currently resident on the database, enter
    the code indicating the branch school completed.

EXAMPLE: TC   (Transportation Corps)

AV   (Aviation)

NCO EDUCATION (1A): Applies to enlisted personnel only.
If Certificate of Completion/Diploma is provided, enter
the code indicating highest NCO education level. Must be
alphabetic.

EXAMPLE: S   (Advanced Non-Commissioned Officer
Course - Reserve Component)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT:
Professional Military Education.

MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR
Transaction Mnemonic - MOS

S I D P E R S - A R N G	
MNEMONIC: MOS	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
PMOSD-ENLD-BASIS-ACQ:	DY-POSN-QUAL:
PMOSD-ENLD:	ASI-PMOSD-ENLD:
SMOSD-ENLD:	ASI-SMOSD-ENLD:
AMOSD-ENLD:	ASI-AMOSD-ENLD:
PMOSD-WO:	ASI-PMOSD-WO:
AMOSD-WO:	ASI-AMOSD-WO:

PURPOSE: To award or withdraw a Primary or Secondary MOS.
           Applies to enlisted personnel and warrant officers
           only.

REFERENCES: AR 611-201
                 AR 611-112
                 NGB Pam 25-10

SOURCE DOCUMENTS: Orders

                 ****

   NOTE: For enlisted members in the bonus program, a
           change to an MOS that is not authorized for the
           bonus program requires input of "ERBR" transaction
           with code "I" in CURR-INC-TERM-STAT. Date must
           also be input.

CONTROL DATA

   PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
   ENLISTED - BASIS FOR ACQUIRING (1A):   Identifies how or
   why an individual's PMOS has changed.

           EXAMPLE: H   (Promotion or reduction in grade.)

DUTY POSITION QUALIFICATION (1A): Designates the commander's evaluation of the individual's ability to perform the assigned duty.

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (5AN): Enter PMOS awarded on orders.

    EXAMPLE: 75Z40   (Personnel Sergeant)

ADDITIONAL SKILL IDENTIFIER - PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (2AN): Enter the designated ASI to the PMOS.

    EXAMPLE: A3   (Force Development (TAADS))

SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (5AN): Identifies Military Occupational Specialty Designator which is next in significance to the Primary Military Occupational Specialty Designator of an enlisted member.

    EXAMPLE: 71L40   (Administration Specialist)

ADDITIONAL SKILL IDENTIFIER - SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (2AN): Enter the designated ASI for the SMOS.

    EXAMPLE: F5   (Postal Operations)

ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (5AN): Enter the AMOS awarded on orders.

    EXAMPLE: 92Y40   (Senior Supply Sergeant)

ADDITIONAL SKILL IDENTIFIER - ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (2AN): Enter the designated ASI for the AMOSD.

    EXAMPLE: F4   (Divisions Supply Operations
                     Automated (Property Book))

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - WARRANT OFFICER (5AN): Enter the PMOSD awarded on orders.

    EXAMPLE: 420A0   (Military Personnel
                      Technician)

ADDITIONAL SKILL IDENTIFIER - PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - WARRANT OFFICER (2AN): Enter the designated ASI for the PMOSD.

    EXAMPLE: 69XA0   (IBM 360/65 Technician)

<u>ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
WARRANT OFFICER (5AN)</u>: Enter the AMOSD awarded on
orders.

      EXAMPLE: 251A0   (Data Processing Technician)

<u>ADDITIONAL SKILL IDENTIFIER - ADDITIONAL MILITARY
OCCUPATIONAL SPECIALTY DESIGNATOR - WARRANT OFFICER
(2AN)</u>: Enter the designated ASI for the AMOSD.

      EXAMPLE: ID (AUTODIN System Technician)

<u>END OF INPUT</u>

MANDATORY PROMOTION BOARD RESULTS
Transaction Mnemonic - MPBR

S I D P E R S - A R N G	
MNEMONIC: MPBR	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
PROMOTION CONSIDERATION CODE: DATE OF PROMOTION CONSIDERATION CODE: DATE OF PROJECTED PROMOTION ELIGIBILITY:	

PURPOSE: To record information received from NGB on the
           Mandatory Promotion Board Results roster or to
           change incorrect information previously entered.
           Applies to commissioned officers only.

REFERENCES: AR 680-150
               NGB Pam 25-10

SOURCE DOCUMENT: Roster

****

CONTROL DATA

   *PROMOTION CONSIDERATION CODE (2A):   Enter appropriate
   code indicating promotion status.

          EXAMPLE: NC   (Officer not considered for
                          promotion to next higher grade.)

   *DATE OF PROMOTION CONSIDERATION CODE (6N):   This is the
   date the status changed. Must be numeric. Enter as
   YYMMDD.

       EXAMPLE: 850101   (1985 January 1)

   DATE OF PROJECTED PROMOTION ELIGIBILITY (6N):   Date
   officer will become eligible for mandatory promotion.
   Must be numeric. Enter as YYMMDD. Zero filled for
   officers in grade of CW4 and COL and above.

       EXAMPLE: 890723   (1989 July 23)

END OF INPUT

MANDATORY REMOVAL REASON AND DATE
Transaction Mnemonic - MRD

S I D P E R S - A R N G	
MNEMONIC: MRD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
MANDATORY REMOVAL REASON: DATE OF MANDATORY REMOVAL:	

PURPOSE: To report an exception/change to Mandatory Removal
           Reason and Date. Applies to commissioned
           officers/warrant officers only.

REFERENCES: AR 135-155
                NGR 600-100
                NGR 600-101

SOURCE DOCUMENTS: Request for retention submitted by state
                      and returned with approval of First
                      Endorsement from NGB Officer Branch;
                      Orders (AMEDD Officers beyond age 60).

                 ****

CONTROL DATA

    MANDATORY REMOVAL REASON (1A): Enter the code that
    identifies the condition under which an individual is
    remaining in an active status and the reason for eventual
    removal.

          EXAMPLE: A   (To reach maximum age.)

    DATE OF MANDATORY REMOVAL (6N): Must be numeric. Enter
    as YYMMDD.

          EXAMPLE: 890612   (1989 June 12)

END OF INPUT

NAME, INDIVIDUAL
Transaction Mnemonic - NAME

S I D P E R S - A R N G	
MNEMONIC: NAME	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
NAME INDIVIDUAL:	

PURPOSE: To report an individual's name, changed by court
order, marriage, or to correct an erroneous entry.

REFERENCES: AR 600-2
AR 640-2-1
NGB Pam 25-10

SOURCE DOCUMENTS: Marriage Certificate
Birth Certificate
Legal Document for Name Change

* * * * * * * * * * * * * * * * * * *

CONTROL DATA

NAME, INDIVIDUAL (27A): Enter name as shown on source
documents. Must be alphabetic and can contain a hyphen.
No punctuation will be used.

a.   The complete name will begin in the left-most
position of the data field, as follows: **last
name** (Surname), space, full **first name**, space,
full **middle name** (if no middle name, **middle
initial**), additional middle initials (if any),
space and **designators such as Jr, Sr, II, III,**
as applicable.

b.   If the last name uses or exceeds 25 positions,
show it up to the 25th position, then enter a
space and the first name initial only. If there
is a Jr, Sr, II or III involved, show the last
name only through the 21st or 22nd position

space, first name initial only, space and appropriate designator.

c. If the full name exceeds 27 character positions, enter full **last name**, a space, and in the remaining positions enter as much of the name as possible.

d. In cases where the full name exceeds 27 character positions and is followed by designators such as Jr, Sr, II, III, the designators must be entered proceeded by a space, even if a part of the first name must be dropped.

   EXAMPLE: RODRIGUEZ ANDR JR
          (Andrew Alan Rodriquez Jr)

          RODRIGUEZ-AMIRANDAS ANDREA
          (An example of when a hyphen is used.)

<u>END OF INPUT</u>

PRIVACY ACT DISPUTED RECORD
Transaction Mnemonic - PADR

S I D P E R S - A R N G	
MNEMONIC: PADR	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
PRIVACY ACT DISPUTED RECORD:	

PURPOSE: Used to indicate submission of a statement of
           disagreement after the DA Privacy Review Committee
           decision not to amend individual's SIDPERS
           Personnel Record, or is used to delete present
           code.

REFERENCES: AR 340-21
              NGB Pam 25-10
              Statement of Disagreement

                  ****
CONTROL DATA

  *PRIVACY ACT DISPUTED RECORD (1A):   Enter appropriate
  code.

      EXAMPLE: D   (Statement of Disagreement submitted)

         NOTE: Data code "Z" will indicate none.

END OF INPUT

PROMOTION CONSIDERATION CODE
Transaction Mnemonic - PCC

S I D P E R S - A R N G	
MNEMONIC: PCC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
PROMOTION CONSIDERATION CODE: DATE OF PROMOTION CONSIDERATION: MANDATORY REMOVAL REASON: DATE OF MANDATORY REMOVAL:	

PURPOSE: To readjust or correct Promotion Consideration
         Code. Applies to commissioned officers only.

REFERENCES: AR 135-155
                NGB Pam 25-10

SOURCE DOCUMENT: NGB Form 62

****

CONTROL DATA

   PROMOTION CONSIDERATION CODE (2A): Enter appropriate
   code indicating promotion status.

      EXAMPLE: NC   (Officer not considered for promotion to
                     next higher grade.)

   *DATE OF PROMOTION CONSIDERATION (6N): This is the date
   the status changed. Enter as YYMMDD.

      EXAMPLE: 840214   (1984 February 14)

   MANDATORY REMOVAL REASON (1A): Enter appropriate code.

      EXAMPLE: C   (To complete maximum time in grade.)

   DATE OF MANDATORY REMOVAL (6N): Must be a future date.
   Enter as YYMMDD.

      EXAMPLE: 890901   (1989 September 1)

END OF INPUT

PAY ENTRY BASIC DATE
Transaction Mnemonic - PEBD

S I D P E R S - A R N G	
MNEMONIC: PEBD	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
PAY ENTRY BASIC DATE:	

PURPOSE: To change or correct a Pay Entry Basic Date.

REFERENCES: DOD Pay Manual
                 NGB Pam 37-104-10

SOURCE DOCUMENTS: DD Form 1966 Series
                     DD Form 214
                     DA Form 2
                     DA Form 3686
                     NGB Form 62
                     NGB Form 22
                     Oath of Office

                 ****

CONTROL DATA

   *PAY ENTRY BASIC DATE (6N): Constructive date
   establishing creditable service for pay. Must be
   numeric. Enter as YYMMDD.

      EXAMPLE: 830415   (1983 April 15)

END OF INPUT

PHYSICAL EXAMINATION
Transaction Mnemonic - PHYS

S I D P E R S - A R N G	
MNEMONIC: PHYS	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
YEAR AND MONTH OF LAST PHYSICAL EXAMINATION: HEIGHT, INDIVIDUAL: WEIGHT, INDIVIDUAL: PHYSICAL CATEGORY: PHYSICAL PROFILE SERIAL: POSITION NUMBER EXCESS INDIVIDUAL:	

PURPOSE: To report a change to an individual's physical
status.

REFERENCES: AR 600-9
                 AR 40-501
                 NGR 600-100
                 NGR 600-101
                 NGR 600-200
                 NGB Pam 25-10

SOURCE DOCUMENTS: SF 88
                     DA Form 4497-R

              ****

CONTROL DATA

     *YEAR AND MONTH OF LAST PHYSICAL EXAMINATION (4N):
     Date of completion of physical examination. Must be
     numeric. Enter as YYMM.

          EXAMPLE: 8304 (1983 April)

HEIGHT, INDIVIDUAL (1N): The actual height of an individual, in inches, as shown on the most recent medical examination.

    EXAMPLE: 72   (72 inches)

WEIGHT, INDIVIDUAL (3N): The actual weight of an individual as shown on the most recent medical examination.

    EXAMPLE: 165 (165 pounds)

PHYSICAL CATEGORY (1A): A designation to represent certain combinations of physical profile serial codes (PULHES) and the most significant duty limitations.

    EXAMPLE: B   (No significant duty limitation.)

    NOTE: See NGB Pam 25-10 for more extensive information on meanings of codes.

PHYSICAL PROFILE SERIAL (6N): Identifies an individual's physical ability to perform the demands within an MOS (PULHES).

    EXAMPLE: 111211   (In this example, "2" indicates hearing is impaired, but not of significance to limit an individual's duty performance.)

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field must contain the position number excess code when an individual is in an excess state. Enter the code that identifies the individual's excess status.

    EXAMPLE: 9992   (Assigned to extra TDA position.)

    NOTE: To delete, input data code 'YYYY'.

END OF INPUT

PROFICIENCY PAY
Transaction Mnemonic - PPAY

S I D P E R S - A R N G	
MNEMONIC: PPAY	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
PROFICIENCY PAY STATUS: PROFICIENCY PAY DATE:	

PURPOSE: To report the award or termination of Proficiency
           Pay. Applies to enlisted personnel only. Limited
           to recruiters and career counselors.

REFERENCES: NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: Orders

                 ****

CONTROL DATA

     PROFICIENCY PAY STATUS (1N): A rating of
     classification given an enlisted member of the Armed
     Forces which indicates the level of entitlement to
     Proficiency Pay under applicable regulations.

          EXAMPLE: 0   Special Duty Assignment (Pro-
                                ficiency Pay) termination.

     PROFICIENCY PAY DATE (6N): The date an individual is
     entitled to receive Proficiency Pay indicated in the
     'Proficiency Pay Status' field. Enter as YYMMDD.

          EXAMPLE: 821125   (1982 November 25)

END OF INPUT

PROJECTED PROMOTION ELIGIBILITY DATE
Transaction Mnemonic - PPED

S I D P E R S - A R N G	
MNEMONIC: PPED	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
DATE OF PROJECTED PROMOTION ELIGIBILITY:	

PURPOSE: To change or correct the date a commissioned
           officer/warrant officer is eligible for mandatory
           promotion. The PPED is also automatically updated
           each time an MPBR transaction is accomplished.

REFERENCES: AR 135-155
               NGR 600-100
               NGR 600-101
               NGB Pam 25-10

SOURCE DOCUMENT: Personnel Interview Fact Sheet

****

CONTROL DATA

     *DATE OF PROJECTED PROMOTION ELIGIBILITY (6N):   Enter
     new eligibility date indicated on the source document.
     Enter as YYMMDD.

          EXAMPLE: 861221   (1986 December 21)

               NOTE 1:   This date is adjusted based on
                         results of the Mandatory Promotion
                         Board action and may not
                         necessarily be a future date.

NOTE 2:   This date will be adjusted for
           Inactive National Guard (ING) time.

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: None.

PREVIOUS RECORD STATUS AND DATE
Transaction Mnemonic - PRSC

S I D P E R S - A R N G	
MNEMONIC: PRSC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
RECORD STATUS: DATE OF RECORD STATUS:	

PURPOSE: To correct a previous record status.

REFERENCES: N/A

SOURCE DOCUMENTS: Orders

****

CONTROL DATA

    *RECORD STATUS (1A): Identifies the status of an
    individual's record. In the case of PRSC, it is used
    only to correct the record status before the current
    one.

        EXAMPLE: S   (Active Record - Individual is on
                          ADT/ADSW for over 30 days.)

    *DATE OF RECORD STATUS (6N): Date of the latest change
    to record status.

        EXAMPLE: 841117   (1984 November 17)

END OF INPUT

QUALITATIVE/SELECTIVE RETENTION IDENTIFIER
Transaction Mnemonic - QSRC

S I D P E R S - A R N G	
MNEMONIC: QSRC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
QUALITATIVE/SELECTIVE RETENTION IDENTIFIER:	DATE OF QUALITATIVE/SELECTIVE RETENTION IDENTIFIER:
MANDATORY REMOVAL REASON:	DATE OF MANDATORY REMOVAL:
RETENTION WAIVER:	

PURPOSE: To report the results of the Qualitative/Selective
           Retention Board.

REFERENCES: AR 135-205
               NGR 635-105
               NGB Pam 25-10

SOURCE DOCUMENT: State AG Letter

                ****

CONTROL DATA

    QUALITATIVE/SELECTIVE RETENTION IDENTIFIER (1A):
    Identifies individual's status as it relates to
    Qualitative (enlisted) and Selective (officer)
    Retention Consideration.   Must be alphabetic.

        EXAMPLE: C   (Individual considered by board and
                        approved for retention. To be
                        reconsidered in two years.)

    DATE OF QUALITATIVE/SELECTIVE RETENTION IDENTIFIER
    (6N): This is the date of approval of board action.
    Enter as YYMMDD.

        EXAMPLE: 850101   (1985 January 1)

MANDATORY REMOVAL REASON (1A): Enter the code that identifies the condition under which a commissioned officer/warrant officer is remaining in an active status and the reason for eventual removal. Must be alphabetic.

    EXAMPLE: A   (To reach maximum age.)

DATE OF MANDATORY REMOVAL (6N): This is the date the commissioned officer/warrant officer must be removed from active status. Enter as YYMMDD.

    EXAMPLE: 880417   (1988 April 17)

RETENTION WAIVER (2AN): Enter the code identifying circumstances or conditions the Qualitative/Selective Retention Board has elected to waive.

    EXAMPLE: A8   (Medical)

END OF INPUT

RACE/POPULATION GROUP
Transaction Mnemonic - RACE

S I D P E R S - A R N G	
MNEMONIC: RACE	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
RACE/POPULATION GROUP:	

PURPOSE: To correct an erroneous entry of Race/Population
          Group.

REFERENCE: NGB Pam 25-10

SOURCE DOCUMENT: DD Form 1966 series

                ****

CONTROL DATA

    *RACE/POPULATION GROUP (1A):   Enter the code that
    identifies the race of the individual.   Must be
    alphabetic.

            EXAMPLE: X   (Other)

                       N   (Negro)

                       C   (Caucasian)

            NOTE 1:   Do not confuse with Ethnic Group.

            NOTE 2:   A change in the race code is seldom
                       required; however, the capability
                       to correct an error is provided
                       should the need arise.

END OF INPUT

RELEASE FROM ACTIVE DUTY TRAINING
Transaction Mnemonic - RADT

S I D P E R S - A R N G	
MNEMONIC: RADT	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

DUTY POSITION:	
DUTY POSITION QUALIFICATION:	TNG-STAT:
AUTHORIZED LINE DESIGNATOR:	
AUTHORIZED PARAGRAPH DESIGNATOR:	
COMMAND STATUS:	POSN-NBR-EXCESS-IND:
END-DT-DTY-DEERS-ELIG:	LEAVE-CUM-DAYS-PAID:

PURPOSE: To update database upon return of individual from
           Active Duty Training (ADT) to Active Guard Reserve
           (AGR).

   NOTE: Do not use DPOS transaction. Unlike DPOS
           transaction, which is used only to correct or
           change duty position within the state, this RADT
           transaction is used to release an individual from
           ADT/assign to AGR. For personnel returning from
           extended Active Duty, use a PSG transaction.

REFERENCES: AR 310-49   NGR 600-100
                AR 611-101   NGR 600-101
                AR 611-112   NGR 600-200
                AR 600-200   NGB Pam 25-10

SOURCE DOCUMENTS: MTOE/TDA
                    DD Form 214
                    Orders

           ****

CONTROL DATA

   DUTY POSITION (9AN): Enter the applicable code for each
   personnel record. The first five positions of this field
   represent the Duty Specialty Skill Identifier (DSSI) and

Duty Specialty Secondary (DSS) (Officer) or Duty Military
Occupational Specialty (DMOS) (Warrant Officer/Enlisted);
the sixth and seventh positions indicate the First Duty
Additional Skill Identifier (ASI), and the eighth and
ninth positions indicate Duty Language Identity Code
(LIC). (See NOTE 1 below.) Positions 6 through 9 may be
left blank.

EXAMPLE:	12C923RGM	(Duty Position - Commissioned Officer; 12C92 = DSSI and DSS; 3R = ASI; GM = LIC)
	75Z4LA3FR	(Duty Position - Enlisted; 75Z4L = DMOS; A3 = SSI; FR = LIC)
	100BB1YGM	(Duty Position - Warrant Officer; 100BB = DMOS; 1Y = ASI; GM = LIC)

NOTE 1:   If a personnel detail line
requires a First and a Second Duty
ASI and an LIC, the LIC has
priority over the Second Duty ASI.

NOTE 2:   If an enlisted individual has an
LIC, the fifth position of the MOS
(which is the SQI) must show an
"L".

DUTY POSITION QUALIFICATION (1A): This code must be
alphabetic. (Commander's evaluation.)

    EXAMPLE: Q   (Qualified)

TRAINING STATUS (1A): Identifies an individual's
initial entry training status. Enter the appropriate
code. Must be alphabetic.

    EXAMPLE: A   (Non-prior service, awaiting
                         IET in a pay status.)

                C   (Individual completed IADT
                         (enlisted NPS and officers))

AUTHORIZED LINE DESIGNATOR (3AN): Enter the MTOE/TDA
line number to which the individual is assigned in the
first two positions. If designator contains a suffix,
place in the third position; otherwise, the third
position is left blank.

EXAMPLE: 05_   (Without suffix - third
                       position is blank.)

             05A   (With suffix - suffix is
                       placed in the third position.)

NOTE: The character "_" means blank space.
         To enter a blank space, press the
         [SPACE BAR]. Do not enter the
         character "_".

AUTHORIZED PARAGRAPH DESIGNATOR (4AN): Enter the
MTOE/TDA paragraph number to which the individual is
assigned in the first three positions. If designator
contains a suffix, place in the fourth position;
otherwise, the fourth position is left blank.

EXAMPLE: 200_   (Without suffix - fourth
                       position is blank.)

             200A   (With suffix - suffix is
                       placed in the fourth
                       position.)

NOTE 1:   Paragraph and Line Numbers are
           required on all individuals
           (including overstrength), except
           those personnel in an extra TDA
           position.

NOTE 2:   The character "_" means blank
           space. To enter a blank space,
           press the [SPACE BAR]. Do not
           enter the character "_".

COMMAND STATUS (1N): This code must be numeric.
Applies to commissioned officers and warrant officers
only.

EXAMPLE: 1   (Currently assigned as the
                       commander of a Selected
                       Reserve unit.)

             3   (Never assigned as commander
                       of a Selected Reserve unit.)

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field
must contain the position number excess code when an
individual is in an excess status. Enter the code that
identifies the individual's excess status.

EXAMPLE: 9992   (Assigned to extra TDA
                         position.)

<u>END DATE OF DUTY FOR DEERS ELIGIBILITY (6N)</u>:   Enter the
date upon which the soldier will terminate a tour of
Active Duty which has lasted for a period of 31 or more
consecutive days.

<u>LEAVE CUMULATIVE DAYS PAID (3N)</u>:   Enter the number of
days the member was paid for leave not taken since 10
February 1976.   Must be numeric.   The third position is
for half-day increments.

EXAMPLE: 555   (55.5 days)

<u>END OF INPUT</u>

<u>DATA ELEMENTS GENERATED BY TRANSACTION INPUT</u>:   Active
Status Program; Unit Processing Code of Attachment;
Type Attachment; Effective Date of Attachment; Date of
Previous Record Status; Training Pay Retired Category;
Record Status; Date of Record Status; Previous Record
Status; Gain Processing Identity; Attachment Code;
Expiration Date of Attachment; Record Precedence; and
Reserve Category.

RELIGIOUS DENOMINATION
Transaction Mnemonic - RELG

S I D P E R S - A R N G	
MNEMONIC: RELG	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
RELIGIOUS DENOMINATION:	

PURPOSE: To update/correct Religious Denomination entry.

REFERENCE: NGB Pam 25-10

SOURCE DOCUMENT: Personnel Interview Fact Sheet

****

CONTROL DATA

   *RELIGIOUS DENOMINATION (2AN): Enter appropriate code
   for preference or non-preference.

        EXAMPLE: GB (American Lutheran Church)

                    00 (No preference recorded)

                    01 (No religious preference)

END OF INPUT

REENLISTMENT
Transaction Mnemonic - RENL

S I D P E R S - A R N G	
MNEMONIC: RENL	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ENLISTMENT WAIVER CONDITION:	ENLSTMT-REENL-BONUS-ENTL:
DATE-ENLSTMT-REENL-BONUS:	EXPIRATION TERM OF SERVICE DATE:
TERM-ENLSTMT-RES:	RETENTION WAIVER:
ENLSTMT-REENL-BONUS-MOS:	DATE-EXEC-6-YR SVC-OBLG:

PURPOSE: To report an immediate reenlistment.

> NOTE 1:   This transaction is used <u>ONLY</u> for <u>IMMEDIATE</u> reenlistment, without a break in service.

> NOTE 2:   Input of this transaction will create JUMPS "ADM ETS" 8 card.

REFERENCES: AR 611-201
NGR 600-200
NGB Pam 25-10
NGB Pam 37-104-10

SOURCE DOCUMENTS: DD Form 4
DD Form 1966 series
Approved Waiver Request

****

CONTROL DATA

<u>ENLISTMENT WAIVER CONDITION (2AN)</u>:   If circumstances or conditions require that an enlistment waiver be granted an individual upon reenlistment, then enter the applicable code. The database allows for three waiver conditions for enlisted personnel.

EXAMPLE: A3   (Alien)

ENLISTMENT/REENLISTMENT BONUS - RESERVE ENTITLEMENT
(1A): Enter code "C" for a reenlistment in a bonus
program of 3, 4, or 5 years. Enter code "D" for
members reenlisting in a bonus program for 6 years.
For members who have completed a prior bonus program,
an "N" must be entered. Members returning from ING
will also have an input of code "N". Enter code "Q"
for members who have never been in a bonus program.
Input of codes other than C, D, N, or Q will cause an
error message to be displayed.

DATE OF ENLISTMENT/REENLISTMENT BONUS - RESERVE (6N):
The date of entitlement to Enlistment/Reenlistment/
Extension for all personnel certified as eligible for
appropriate bonus. Enter as YYMMDD.

EXAMPLE: 851201   (1985 December 1)

*EXPIRATION TERM OF SERVICE DATE (6N):   Enter
individual's new ETS date established by this
reenlistment. Must be numeric. Enter as YYMMDD.

EXAMPLE: 881130   (1988 November 30)

TERM OF ENLISTMENT - RESERVE (3N):   Enter the number of
months of this enlistment. Any extensions from prior
enlistments are not counted here. Justify with leading
zeros if less than 100. Must be numeric.

EXAMPLE: 036   (3 years)

RETENTION WAIVER (2AN):   This data element will be used
only when an individual reenlists beyond 20 years or
over-age.

EXAMPLE: C0   (Reenlists or extends beyond
                     age 60.)

ENLISTMENT/REENLISTMENT BONUS RESERVE MILITARY
OCCUPATIONAL SPECIALTY - ENLISTED (3AN):   Enter MOS for
which individual is receiving bonus. These are the
first three characters of the MOS.

EXAMPLE: 76C

DATE OF EXECUTION 6 YEAR SERVICE OBLIGATION (6N):   This
is the date an individual executes or incurs a 6 year
agreement to stay in the Selected Reserve to qualify

for Montgomery G.I. Bill benefits. Must be numeric.
Enter as YYMMDD.

EXAMPLE: 911115   (1991 November 15)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT:
Cumulative Months of Extension; Number of Extensions of
Enlistment; Current Incentive Termination Status;
Reenlistment Processing Identity; Expiration Ready
Reserve Obligation Date; Date of Current
Incentive/Termination Status; Training/Pay/Retired
Category; Montgomery G.I. Bill Eligibility Status -
Reserve Component; Date Montgomery G.I. Bill Start -
Reserve Component; Date Montgomery G.I. Bill Terminated
- Reserve Component; and Date Current Service
Agreement.

RETURN FROM INACTIVE NATIONAL GUARD
Transaction Mnemonic - RING

SIDPERS - ARNG	
MNEMONIC: RING	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

CURR-UPC:	ASG-LOSS-RSN:
DY-POSN:	DATE-ASG-LOSS-RSN:
DY-POSN-QUAL:	AUTH-LINE-DSG:
AUTH-PARA-DSG:	POSN-NBR-EX-IND:
PRO-PAY-STAT: DOR-RES:	PRO-PAY-DATE:
CMD-STAT:	DATE-PROJ-PROM-ELIG:

PURPOSE: This transaction will be used when an individual
          is returned from the Inactive National Guard to
          the Active National Guard.

REFERENCES: NGR 600-100
                 NGR 600-101
                 NGR 600-200
                 NGR 614-1
                 NGB Pam 25-10

SOURCE DOCUMENTS: Orders
                    DA Form 3686

     NOTE: This RING transaction requires the input of a
                PPED for commissioned officers/warrant
                officers and a DOR transaction for enlisted
                personnel. An ERBR transaction is also
                required.

                 ****

CONTROL DATA

     *CURRENT UNIT PROCESSING CODE (5AN):   Identifies
     individual's current unit of assignment.

EXAMPLE: PFBAA   (UPC is the UIC minus the
                          "W".)

NOTE: The letters "I" and "O" will not be
              used in the fourth position of UPC.
              The letter "Z" will not be used in
              the first position.

*ASSIGNMENT/LOSS REASON (2AN): This data element is
used to indicate reason for gains and for losses (i.e.,
assignment, reassignment, separation, or discharge).
It consists of alphabetic codes and combinations of
numeric and alphabetic codes. Enter appropriate code.

EXAMPLE: A0   (Return from Inactive Status.)

            AA   (Return from Inactive National
                  Guard to perform Annual Training.)

DUTY POSITION (9AN): Enter the applicable code for
each personnel record. The first five positions of
this field represent the Duty Specialty Skill
Identifier (DSSI) and Duty Specialty Secondary (DSS)
(Officer) or Duty Military Occupational Specialty
(DMOS) (Warrant Officer/Enlisted); the sixth and
seventh positions indicate the First Duty Additional
Skill Identifier (ASI), and the eighth and ninth
positions indicate Duty Language Identity Code (LIC).
(See NOTE 1.) Positions 6 through 9 may be left blank.

EXAMPLE: 12C923BGM   (Duty Position -
                            Commissioned Officer;
                            12C92 = DSSI and DSS; 3B
                            = ASI; GM = LIC)

               75Z4LA3FR   (Duty Position -
                            Enlisted; 75Z4L = DMOS;
                            A3 = SSI; FR = LIC)

               100BB1YGM   (Duty Position - Warrant
                            Officer; 100BB = DMOS; 1Y
                            = ASI; GM = LIC)

NOTE 1: If a personnel detail line requires a
        First and a Second Duty ASI and an
        LIC, the LIC has priority over the
        Second Duty ASI.

NOTE 2: If an enlisted individual has an LIC,
        the fifth position of the MOS (which
        is the SQI) must show an "L".

*DATE OF ASSIGNMENT/LOSS REASON (6N): Enter the
effective date. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 800312   (1980 March 12)

DUTY POSITION QUALIFICATION (1A): This code must be
alphabetic. (Commander's evaluation.)

    EXAMPLE: Q   (Qualified)

AUTHORIZED LINE DESIGNATOR (3AN): Enter the MTOE/TDA
line number to which the individual is assigned in the
first two positions. If designator contains a suffix,
place in the third position; otherwise, the third
position is left blank.

    EXAMPLE: 05_ (Without suffix - third position is
                 blank.)

          05A (with suffix - suffix is placed in
                 the third position.)

    NOTE: The character "_" means blank
              space. To enter a blank space,
              press the [SPACE BAR]. Do not
              enter the character "_".

AUTHORIZED PARAGRAPH DESIGNATOR (4AN): Enter the
MTOE/TDA paragraph number to which the individual is
assigned in the first four positions. If designator
contains a suffix, place it in the fourth position;
otherwise, the fourth position is left blank.

    EXAMPLE: 200_ (Without suffix - fourth position
                is blank.)

          200A (With suffix - suffix is placed in
                the fourth position.)

    NOTE 1:   Paragraph and line numbers are
              required on all individuals
              (including overstrength) except
              those in an extra TDA position.

    NOTE 2:   The character "_" means blank
              space. To enter a blank space,
              press the [SPACE BAR]. Do not
              enter the character "_".

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field
must contain the position number excess code when an

individual is in an excess status. Enter the code that
identifies the individual's excess status.

EXAMPLE: 9992 (Assigned to extra TDA position.)

PROFICIENCY PAY STATUS (1A): Applies to enlisted
personnel only. Enter the code that identifies the
special duty assignment of an enlisted member for which
Proficiency Pay is authorized. Must be numeric.

EXAMPLE: 3   (Special Duty Assignment Pay - 3 at
                 the rate of $165.00 per month.)

DATE OF RANK - RESERVE (6N): The date appointed or
promoted to the present grade, with adjustment for any
break in service. The date is reported for promotion,
reduction, appointment/enlistment, or after a break in
service or adjustment for time in the ING.

EXAMPLE: 830615   (1983 June 15)

PROFICIENCY PAY DATE (6N): Applies to enlisted
personnel only. Date individual is entitled to
Proficiency Pay. Enter as YYMMDD. Must be numeric.

EXAMPLE: 840102   (1984 January 2)

COMMAND STATUS (1N): Applies to commissioned officers
and warrant officers only.

EXAMPLE: 3   (Never assigned as commander of a
                 Selected Reserve unit.)

DATE OF PROJECTED PROMOTION ELIGIBILITY (6N): Enter
new eligibility date indicated on the source document.
Must be numeric. Enter as YYMMDD.

EXAMPLE: 861221   (1986 December 21)

NOTE 1:   This date is adjusted based on
          results of the Mandatory Promotion
          Board action and may not
          necessarily be a future date.

NOTE 2:   This date will be adjusted for ING
          time.

<u>END OF INPUT</u>

    <u>DATA ELEMENTS GENERATED BY TRANSACTION INPUT</u>: Training
Pay Retired Category; Previous Record Status and Date;
Current Organization Identification; Effective Date of
Grade; Retirement Year Ending Date; Expiration Date
Inactive National Guard; Reserve Category; Record
Status; Date of Record Status; Current Incentive
Termination Status; Date of Current Incentive
Termination Status; Montgomery G.I. Bill Eligibility
Status - Reserve Component; Date Montgomery G.I. Bill
Eligibility Start - Reserve Component; Date Montgomery
G.I. Bill Eligibility Terminated - Reserve Component;
Months Obligated Service Remaining; and Montgomery G.I.
Bill Recoupment Status - Reserve Component.

RESERVE OFFICER TRAINING CORPS IDENTIFICATION
Transaction Mnemonic - ROTC

S I D P E R S - A R N G	
MNEMONIC: ROTC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
TYPE RESERVE OFFICER TRAINING CORPS PROGRAM: RESERVE OFFICER TRAINING CORPS ARMED FORCES: RESERVE OFFICER TRAINING CORPS - YEARS COMPLETED:	

PURPOSE: To change or correct enrollment completion status, type, and service of an individual's ROTC program and the number of years completed.

REFERENCES: AR 145-1
              NGR 600-200
              NGB Pam 25-10

SOURCE DOCUMENTS: Verification Letter from ROTC Professor of Military Science (PMS)
                    DD Form 1966 Series

****

CONTROL DATA

TYPE RESERVE OFFICER TRAINING CORPS PROGRAM (1A):
Identifies the type Reserve Officer Training Corps program in which the individual is enrolled.

EXAMPLE: E   (ROTC - 3 years)

           Y   (None)

RESERVE OFFICER TRAINING CORPS ARMED FORCES (1A):   If an individual is enrolled or has completed ROTC, enter the code that identifies the branch of service.

EXAMPLE: D

<u>RESERVE OFFICER TRAINING CORPS YEARS COMPLETED (1N)</u>:
Enter the total number of ROTC years completed. Must
be numeric.

EXAMPLE: 2

<u>END OF INPUT</u>

RETENTION WAIVER
Transaction Mnemonic - RTWV

S I D P E R S - A R N G	
MNEMONIC: RTWV	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
RETENSION WAIVER	

PURPOSE: To report correct/change Retention Waiver code.
           Applicable to all officer and enlisted personnel.

REFERENCES: NGR 600-100
               NGR 600-101
               NGR 600-200
               NGB Pam 25-10

SOURCE DOCUMENT: Waiver Letter

                   ****

CONTROL DATA

    *RETENTION WAIVER (2AN):   Used to correct/change
    retention waiver code on enlisted personnel or to input
    waiver allowing a commissioned officer/warrant officer
    to be retained.

            EXAMPLE: A7   (Underweight/overweight)

                       C7   (Failure to maintain eligibility
                             for retention in an active status.)

END OF INPUT

RETIREMENT YEAR ENDING DATE
Transaction Mnemonic - RYE

S I D P E R S - A R N G	
MNEMONIC: RYE	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
RETIREMENT YEAR ENDING DATE:	

PURPOSE: To change or correct Retirement Year Ending Date.

REFERENCES: AR 135-180
                 AR 140-185
                 NGB 680-2
                 NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                     DD Form 1966 series
                     NGB Form 23
                     NGB Form 62

****

CONTROL DATA

    *RETIREMENT YEAR ENDING DATE (4N): Establishes the
    date on which a period of service was completed for
    totaling of retirement points. Must be numeric. Enter
    as MMDD.

        EXAMPLE: 1126 (November 26)

                  0929 (September 29)

END OF INPUT

SURVIVOR BENEFIT PLAN ELECTION
Transaction Mnemonic - SBP

S I D P E R S - A R N G	
MNEMONIC: SBP	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
SURVIVOR BENEFIT PLAN ELECTION COVERAGE: SURVIVOR BENEFIT PLAN ELECTION STATUS: SURVIVOR BENEFIT PLAN OPTION: DATE OF SURVIVOR BENEFIT PLAN ELECTION STATUS:	

PURPOSE: To report an individual's Survivor Benefit Plan or
           to correct an erroneous entry, after 20 years of
           certified service.

REFERENCES: AR 608-9
                NGB Pam 25-10

SOURCE DOCUMENT: DD Form 1883

                    ****

CONTROL DATA

    SURVIVOR BENEFIT PLAN ELECTION COVERAGE (1A): Coverage
    elected by an individual upon becoming eligible after
    20 years of service for retirement.

        EXAMPLE: B   (Spouse and children)

    SURVIVOR BENEFIT PLAN ELECTION STATUS (1A): If an
    individual has been notified to make a Survivor Benefit
    Plan Election, enter the code to indicate the status of
    that election.

        EXAMPLE: C   (Election made and returned by
                        individual.)

*SURVIVOR BENEFIT PLAN OPTION (1A): Identifies the timeframe for coverage to be effective.

    EXAMPLE: C   (Option C - immediate coverage)

DATE OF SURVIVOR BENEFIT PLAN ELECTION STATUS (6N): Identifies the date an individual completes a Survivor Benefit Plan Election (DA Form 1883). Must be numeric. Enter as YYMMDD.

    EXAMPLE: 880401   (1988 April 1)

END OF INPUT

SECURITY CLEARANCE
Transaction Mnemonic - SCYC

S I D P E R S - A R N G	
MNEMONIC: SCYC	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
SECURITY CLEARANCE: SECURITY INVESTIGATION STATUS: DATE OF SECURITY CLEARANCE:	

PURPOSE: To record, withdraw, or correct a Security
          Clearance.

REFERENCES: TOE
               TDA
               AR 604-5
               NGR 604-10
               NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 873
                     DA Form 1584
                     DA Form 2784R

****

CONTROL DATA

SECURITY CLEARANCE (1A): Enter applicable code.

EXAMPLE: F   (Secret)

SECURITY INVESTIGATION STATUS (1A): Indicates status
of security investigation.

EXAMPLE: B   (Favorable National Agency Check
               completed.)

          X   (No investigation initiated; or
               deletion of other codes.)

DATE OF SECURITY CLEARANCE (6N): Enter the date that
security investigation level of access was granted or
the latest date of Security Clearance validation. Must
be numeric. Enter as YYMMDD.

    EXAMPLE: 781121   (1978 November 21)

END OF INPUT

SEPARATION
Transaction Mnemonic - SEP

S I D P E R S - A R N G	
MNEMONIC: SEP	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:

ASSIGNMENT/LOSS REASON:

DATE OF ASSIGNMENT/LOSS REASON:

CHARACTER OF SEPARATION:

CURRENT ORGANIZATION IDENTIFICATION:

PURPOSE: To report the separation of a commissioned officer
          or warrant officer from the Army National Guard.

REFERENCES: AR 635-5-1
               NGB Pam 25-10

SOURCE DOCUMENT: Orders

****

CONTROL DATA

    *ASSIGNMENT/LOSS REASON (2AN): Enter the type of
    reason for an assignment or for a reassignment,
    discharge, or in this case, a separation. Enter the
    appropriate code.

        EXAMPLE: IL   (Individual's request)

    *DATE OF ASSIGNMENT/LOSS REASON (6N): Enter the
    effective date of the separation. Enter as YYMMDD.

        EXAMPLE: 850104   (1985 January 4)

    CHARACTER OF SEPARATION (1A): Enter appropriate code.

        EXAMPLE: B   (Under Honorable Conditions)

            NOTE: Leave blank for interstate transfer
                     when ASG-LOSS-RSN is coded "GA".

*CURRENT ORGANIZATION IDENTIFICATION (1A): Enter appropriate code. In this case, because the individual is being separated, the current organization is the organization to which the individual will be assigned after separation.

      EXAMPLE: E   (USAR Troop Program Unit)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Previous Record Status; Date of Previous Record Status; Current Incentive Termination Status and Date; Loss Processing Identity; Separation Program Designator; Transaction Code; Montgomery G.I. Bill Eligibility Status - Reserve Component; Montgomery G.I. Bill Eligibility Start - Reserve Component; Date Montgomery G.I. Bill Eligibility Terminated; Montgomery G.I. Bill Benefit Recoupment Status; Record Status; Date of Record Status; Months of Obligated Service Remaining; and Record Precedence.

SEX
Transaction Mnemonic - SEX

S I D P E R S - A R N G	
MNEMONIC: SEX	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
SEX:	

PURPOSE: To correct an erroneous Sex entry.

REFERENCE: NGB Pam 25-10

SOURCE DOCUMENT: N/A

****

CONTROL DATA

*SEX (1A): Enter the appropriate code that identifies the correct sex of the individual. (The only two codes valid for this data element are "M" or "F".)

EXAMPLE: F   (Female)

M   (Male)

NOTE: A change in the SEX code is seldom required; however, the capability to correct an error is provided should the need arise.

END OF INPUT

SERVICEMEN'S GROUP LIFE INSURANCE ELECTION
Transaction Mnemonic - SGLI

S I D P E R S - A R N G	
MNEMONIC: SGLI	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
SERVICEMEN'S GROUP LIFE INSURANCE ELECTION:	

PURPOSE: To update or correct SGLI coverage.

REFERENCES: NGB Pam 25-10
                  NGB Pam 37-104-10

SOURCE DOCUMENTS: VA Form 29-8285
                     DD Form 93

****

CONTROL DATA

   *SERVICEMEN'S GROUP LIFE INSURANCE ELECTION (1AN):
   Identifies the type of coverage the individual elected.

      EXAMPLE: 5   ($50,000)

END OF INPUT

SPECIAL PAY
Transaction Mnemonic - SPAY

S I D P E R S - A R N G	
MNEMONIC: SPAY	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
SPECIAL PAY:	

PURPOSE: To award or to withdraw Special Pay.

REFERENCES: NGB Pam 25-10
                NGB Pam 37-104-10

SOURCE DOCUMENT: Orders

****

CONTROL DATA

    *SPECIAL PAY (2N): This data element is used to enter
    pay entitlement over and above the basic pay. Awarded
    to individuals for continuous service in certain
    designated skills. May not be left blank. Enter
    appropriate code.

        EXAMPLE: 06   (Foreign Duty and Diving Duty Pay)

                  43   (Foreign Pay (Enlisted Only))

                  00   (No Special Pay entitlement)

END OF INPUT

SOURCE COMMISSION/WARRANT
Transaction Mnemonic - SRCW

S I D P E R S - A R N G	
MNEMONIC: SRCW	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
SOURCE OF COMMISSION/WARRANT:	

PURPOSE: To correct or supply the commissioned
           officer/warrant officer Service Date.

REFERENCES: NGR 600-100
                NGR 600-101
                NGP 25-10

SOURCE DOCUMENTS: NGB Form 62
                    NGB Form 214

           ****

CONTROL DATA

     *SOURCE OF COMMISSION/WARRANT (1AN):   Enter the
     original source of the commission or appointment.

          EXAMPLE: 7   (Direct Appointment, all other)

END OF INPUT

SPECIALTY SKILL IDENTIFIER
Transaction Mnemonic - SSI

S I D P E R S - A R N G	
MNEMONIC: SSI	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
PSSI	ASI-PSSI:
SSSI:	ASI_SSSI:
ASSI:	ASI_SSSI:

PURPOSE: To change an SSI to make a correction to a
           previous entry. Applicable to commissioned
           officers only.

REFERENCES: AR 611-101
                 NGR 600-100
                 NGB Pam 25-10

SOURCE DOCUMENTS: Orders

                 ****

CONTROL DATA

     PRIMARY SPECIALTY SKILL IDENTIFIER (3AN): Enter PSSI
     awarded on orders.

          EXAMPLE: 42A (Adjutant General)

     ADDITIONAL SKILL IDENTIFIER - PRIMARY SPECIALTY SKILL
     IDENTIFIER (2AN): Enter the designated ASI to the
     PSSI.

          EXAMPLE: 5X   (Historian)

     SECONDARY SPECIALTY SKILL IDENTIFIER (3AN): Enter SSSI
     awarded on orders.

          EXAMPLE: 12B (Armored Unit Officer)

ADDITIONAL SKILL IDENTIFIER - SECONDARY SPECIALTY SKILL IDENTIFIER (2AN): Enter the designated ASI to the SSSI.

    EXAMPLE: 5L   (Advisor)

ADDITIONAL SPECIALTY SKILL IDENTIFIER (3AN): Enter the ASSI awarded on orders.

    EXAMPLE: 75D (Ordnance Disposal Officer)

ADDITIONAL SKILL IDENTIFIER - ADDITIONAL SPECIALTY SKILL IDENTIFIER (2AN): Enter the designated ASI to the ASSI.

    EXAMPLE: 5W (Civil Affairs Officer)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: Reserve Category.

SOCIAL SECURITY NUMBER, SERVICE MEMBER
Transaction Mnemonic - SSN

S I D P E R S - A R N G	
MNEMONIC: SSN	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
SOCIAL SECURITY NUMBER, SERVICE MEMBER:	

PURPOSE: To correct an erroneous entry of an individual's
           Social Security Number.

REFERENCES: AR 600-2
                 NGB Pam 25-10

SOURCE DOCUMENTS: Copy of Social Security Card
                    DD Form 214

****

CONTROL DATA

   *SOCIAL SECURITY NUMBER, SERVICE MEMBER (9N): Enter
   the nine appropriate numbers to reflect a correction of
   the SSN. Do not use dashes (-) or spaces.

        EXAMPLE: 123456789

END OF INPUT

   DATA ELEMENTS GENERATED BY TRANSACTION INPUT: None.

TAX INFORMATION INDIVIDUAL
Transaction Mnemonic - TAX

S I D P E R S - A R N G	
MNEMONIC: TAX	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ADDITIONAL WITHHOLDING TAX: STATE TAX CODE: NUMBER OF EXEMPTIONS:	

PURPOSE: To report or correct an individual's IRS Form W-4.

REFERENCES: AR 37-104-3
              NGB Pam 25-10
              NGB Pam 37-104-10

SOURCE DOCUMENTS: IRS Form W-4
                      DD Form 2058

****

NOTE: If only changing information in one or two of
the fields on this transaction, the fields
not being changed should be left blank.

CONTROL DATA

ADDITIONAL WITHHOLDING TAX (3N): Indicates additional
Federal Income Tax to be withheld from individual's
pay. Maximum withholding is $84.

    EXAMPLE: 15   ($15)

        NOTE: "Number of Exemptions" must be 00
                      for 'Additional Withholding Tax' to
                      be applicable.

STATE TAX CODE (2A): Enter the state authorized to
receive a copy of individual's Form W-2. Must be
standard state abbreviation.

    EXAMPLE: WV   (West Virginia)

NUMBER OF EXEMPTIONS (3AN): Position one is Marital Status. The only codes applicable to this data element are "M" (married) or "S" (single). Positions two and three are the total Number of Exemptions.

EXAMPLE: M03   (Married - total of three dependents.)

N00   (No withholding is to be made.)

NOTE: In cases of no withholding, left justify code and leave a blank in the third position. To leave a blank, press the [SPACE BAR]. Do not enter the character "_".

END OF INPUT

TRANSFER TO INACTIVE NATIONAL GUARD
Transaction Mnemonic - TING

S I D P E R S - A R N G	
MNEMONIC: TING	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
ASSIGNMENT/LOSS REASON: DATE OF ASSIGNMENT/LOSS REASON: EXPIRATION DATE INACTIVE NATIONAL GUARD:	

PURPOSE: To transfer an individual to the Inactive National
          Guard (ING).

REFERENCES: NGR 614-1
                 NGB Pam 25-10

SOURCE DOCUMENTS: Orders

                 * * * * * * * * * * * * * * * * * * *

CONTROL DATA

     *ASSIGNMENT/LOSS REASON (2AN): This data element is
     used to indicate reason for assignment to the ING. It
     consists of alphabetic codes and combinations of
     numeric and alphabetic codes. Enter the appropriate
     code.

          EXAMPLE: RC   (Removal from an Active status.)

     *DATE OF ASSIGNMENT/LOSS REASON (6N): Enter the
     effective date. Must be numeric. Enter as YYMMDD.

          EXAMPLE: 800831   (1980 August 31)

     EXPIRATION DATE INACTIVE NATIONAL GUARD (6N): Enter
     date indicated on orders. If individual is transferred
     to the ING indefinitely, the system will generate the
     ETS date or MRD, respectively. Must be numeric. Enter
     as YYMMDD.

EXAMPLE: 890921   (1989 September 21)

<u>END OF INPUT</u>

<u>DATA ELEMENTS GENERATED BY TRANSACTION INPUT</u>: Previous
Record Status; Loss Processing Identity; Date Previous
Record Status; Current Organization Identification;
Retirement Year Ending Date; Training Pay Retired
Category; Reserve Category; Command Status; Position
Number Excess Individual; Date Proficiency Pay Status;
Current Incentive Termination Status; Enlistment/
Reenlistment Bonus Authorization; Date Current
Incentive Termination Status; Montgomery G.I. Bill
Eligibility Status; Date Montgomery G.I. Bill
Eligibility Start - Reserve Component; Date Montgomery
G.I. Bill Eligibility Terminated - Reserve Component;
Montgomery G.I. Bill Recoupment Status; Record Status;
Date of Record Status; Months of Obligated Service
Remaining; and Proficiency Pay.

TERM OF ENLISTMENT - RESERVE
Transaction Mnemonic - TOER

S I D P E R S - A R N G	
MNEMONIC: TOER	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
TERM OF ENLISTMENT RESERVE: EXPIRATION TERM OF SERVICE DATE:	

PURPOSE: To correct a previous TOER entry. Applies to
           enlisted personnel only.

REFERENCES: NGR 600-200
                NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                    DD Form 1966 series
                    DD Form 4836

****

CONTROL DATA

   *TERM OF ENLISTMENT - RESERVE (3N): This is the number
   of months of current enlistment including any
   extensions. Justify with leading zeros if less than
   100. Must be numeric.

        EXAMPLE: 096   (6 year enlistment plus 2 year
                   extension.)

   *EXPIRATION TERM OF SERVICE DATE (6N): Enter date of
   current enlistment. In the case of enlistment with
   extensions enter the date the current extension
   expires. Must be numeric. Enter as YYMMDD.

        EXAMPLE: 890430   (1989 April 30)

END OF INPUT

DATA ELEMENTS GENERATED BY TRANSACTION INPUT:
Cumulative Months of Extension; Months of Current
Extension; and Expiration Date of Ready Reserve
Obligation.

TRANSFER WITHIN STATE
Transaction Mnemonic - TRF

S I D P E R S - A R N G	
MNEMONIC: TRF	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
CURRENT UNIT PROCESSING CODE:	AUTHORIZED LINE DESIGNATOR:
AUTHORIZED PARAGRAPH DESIGNATOR:	COMMAND STATUS:
DUTY POSITION QUALIFICATION:	DUTY POSITION:
POSITION NUMBER EXCESS INDIVIDUAL:	

PURPOSE: To report the transfer of an individual to another
          unit within the state. This transaction is also
          used when correcting a UPC. This transaction is
          generated for a reorganized unit (OIUL).

REFERENCES: NGR 600-100
               NGR 600-101
               NGR 600-200
               NGB Pam 25-10

SOURCE DOCUMENTS: Orders

****

    NOTE 1:   For members in the bonus program, a transfer
               to a non-bonus unit within 50 miles requires
               an "ERBR" transaction with code "J" in
               CURRENT INCENTIVE/TERMINATION STATUS. The
               date must be part of the input.

    NOTE 2:   When transferring an individual from a unit
               where he/she is in a position number excess
               to a new unit where he/she will not be
               excess, four "Y"s must be input in the
               "POSITION NUMBER EXCESS INDIVIDUAL" field on
               the transaction.

CONTROL DATA

*CURRENT UNIT PROCESSING CODE (5AN): Enter the current UPC of the gaining unit. (UPC is the UIC minus the "W".)

    EXAMPLE: PQTAA

        NOTE: Letters I and O will not be used in the fourth position of the UPC and Z will not be used in the first position.

AUTHORIZED LINE DESIGNATOR (3AN): Enter the MTOE/TDA line number to which the individual is assigned in the first two positions. If designator contains a suffix, place in the third position; otherwise, the third position is left blank.

        EXAMPLE: 05_   (Without suffix - third position is blank.)

                   05A   (With suffix - suffix is placed in the third position.)

        NOTE: The character "_" means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character "_".

AUTHORIZED PARAGRAPH DESIGNATOR (4AN): Enter the MTOE/TDA paragraph number to which the individual is assigned in the first three positions. If designator contains a suffix, place in the fourth position; otherwise, the fourth position is left blank.

        EXAMPLE: 200_   (Without suffix - fourth position is blank.)

                   200A   (With suffix - suffix is placed in the fourth position.)

        NOTE 1:   Paragraph and Line Numbers are required for all individuals (including over-strength) except for those in an extra TDA position.

        NOTE 2:   The character "_" means blank space. To enter a blank space,

press the [SPACE BAR]. Do not
enter the character "_".

COMMAND STATUS (1N): This code must be numeric.
Applies to commissioned officers and warrant officers
only.

     EXAMPLE: 1   (Currently assigned as commander
                                  of a Selected Reserve unit.)

             3   (Never assigned as commander of a
                                  Selected Reserve unit.)

*DUTY POSITION QUALIFICATION (1A): This code must be
alphabetic. (Commander's evaluation.)

     EXAMPLE: Q   (Qualified)

*DUTY POSITION (9AN): Enter the applicable code for
each personnel record. The first five positions of
this field represent the Duty Specialty Skill
Identifier (DSSI) and Duty Specialty Secondary (DSS)
(Officer) or Duty Military Occupational Specialty
(DMOS) (Warrant Officer/Enlisted); the sixth and
seventh positions indicate the First Duty Additional
Skill Identifier (ASI), and the eighth and ninth
positions indicate Duty Language Identity Code (LIC).
(See NOTE 1 below). Positions 6 through 9 may be left
blank.

     EXAMPLE: 12C923BGM   (Duty Position -
                              Commissioned Officer; 12C92
                              = DSSI and DSS; 3B = ASI;
                              GM = LIC)

              75Z4LA3FR   (Duty Position - Enlisted;
                              75Z4L = DMOS; A3 = SSI; FR
                              = LIC)

              100BB1YGM   (Duty Position - Warrant
                              Officer; 100BB = DMOS; 1Y =
                              ASI; GM = LIC)

       NOTE 1:   If a personnel detail line
                      requires a First and Second Duty
                      ASI and an LIC, the LIC has
                      priority over the Second Duty
                      ASI.

NOTE 2:   If an enlisted individual has an LIC, the fifth position of the MOS (which is the SQI) must show an "L".

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field must contain the position number excess code when an individual is in an excess status. Enter the code that identifies the individual's excess status.

EXAMPLE: 9992 (Assigned to extra TDA position.)

NOTE: Deletion of this data element cannot be accomplished with a dash (-) for this transaction. (If an individual is in an excess position, or coming from another unit, a DPOS transaction must be accomplished first to take the individual out of the excess position, before TRF is done.)

END OF INPUT

DATA ELEMENT GENERATED BY TRANSACTION INPUT: Previous Unit Processing Code and Reserve Category.

TWENTY YEAR CERTIFICATE STATUS
Transaction Mnemonic - TYCS

S I D P E R S - A R N G	
MNEMONIC: TYCS	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
TWENTY YEAR CERTIFICATE STATUS:	

PURPOSE: To report certification of 20 years of service
           creditable for retirement.

REFERENCES: AR 135-180
               NGB Pam 25-10

SOURCE DOCUMENT: Twenty Year Completion Letter

              ****

CONTROL DATA

     *TWENTY YEAR CERTIFICATE STATUS (1A): Identifies
     individuals who are certified as completing 20 years of
     creditable service for retirement.

          EXAMPLE: V   (Verification of completion of 20
                             years for retirement purposes for
                             even years.)

             NOTE: Data code "Y" in this field deletes high
                      values or erroneous entry. This field
                      looks at TOT-YR-SAT-SVC-RET. You will
                      not be able to remove "W" or "V" if 20
                      years or greater is in the
                      TOT-YR-SAT-SVC-RET field.

END OF INPUT

NON-PRIOR SERVICE GAIN
Transaction Mnemonic - NPSG

S I D P E R S - A R N G	
MNEMONIC: NPSG	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
NAME INDIVIDUAL:	
STREET ADDRESS:	
ADDRESS CITY:	STATES OF US:
ZIP CODE:	MAIL APO/FPO IDENT:
COUNTRY OF RESIDENCE:	CURRENT UPC:
MARITAL STATUS	DEPENDENTS, NUMBER OF:

PURPOSE: To add a record to the database for an individual
          who has no prior military service.

REFERENCES: NGR 600-100
                NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                    DD Form 1966 Series
                    SF 88
                    SF 93
                    Birth Certificate
                    Marriage License
                    Social Security Card
                    Waivers
                    Divorce Decree
                    Assignment Orders
                    Personnel Information Fact Sheet
                    Appointment Application

                 ****

CONTROL DATA (SCREEN 1)

    *NAME, INDIVIDUAL (27A): Enter the legal name by which
    an individual is known. Must be alphabetic. No
    punctuation is required.

a. The complete name will begin in the left-most position of the data field, as follows: **last name** (Surname), space, full **first name**, space, full **middle name** (or if no middle name, **middle initial**), additional middle initials (if any), space and **designators such as Jr, Sr, II, III**, as applicable.

b. If the last name uses or exceeds 25 positions, show the last name up to the 25th position, a space, and the first name initial only. If there is a Jr, Sr, II or III involved, show the last name only through the 21st or 22nd position space, first name initial only, space and appropriate designator.

c. If the full name exceeds 27 character positions, enter the full last name, space, and in the remaining positions enter as much of the remaining name as possible.

d. In cases where the full name exceeds 27 character positions and is followed by designators such as Jr, Sr, II, III, then the designator must be preceded by a space when it is entered (even if part of the first name must be omitted).

           EXAMPLE: RODRIGUEZ ANDR JR
                       (Andrew Alan Rodriguez Jr)

NOTE: FOR THE NEXT 5 DATA ELEMENTS: If an individual has an APO/FPO only, then the Data Element "Mail-APO/FPO Identification" will be entered.

STREET ADDRESS (29AN): The number of an edifice, with the name of the street, avenue, boulevard, etc. (or other identification such as Post Office Box Number, Post Office Station, or Rural Route).

     EXAMPLE: 509 West Broad Street

ADDRESS CITY (17AN): The name of a populated place.

     EXAMPLE: St Paul

STATES OF THE UNITED STATES (2A): Enter the standard alphabetic state code.

EXAMPLE: NC   (North Carolina)

NOTE: The District of Columbia and the
         territories of Guam, Puerto Rico, and
         the U.S. Virgin Islands are entered
         under States of the United States.

ZIP CODE (5N): Enter individuals ZIP code, postal code
or APO/FPO Ident Number.

EXAMPLE: 28348

NOTE: ZIP Code Field is required.

MAIL APO/FPO IDENTIFICATION (14AN): Enter APO/FPO
address beginning at the leftmost position.

EXAMPLE: APO NY 09300

NOTE: APO/FPO Ident Number must be entered
         in the ZIP CODE Field.

COUNTRY OF RESIDENCE (2A): Must be a standard
alphabetic country code.

EXAMPLE: FR   (France)

*CURRENT UNIT PROCESSING CODE (5AN): Identifies an
individual's current unit of assignment. (UPC is the
UIC minus the "W".)

EXAMPLE: PFBAA   (WPFBAA)

NOTE: The letters "I" and "O" will never be
      used in the first two or the fifth
      positions of UPC. The letter "Z" will
      not be used in the first position.

*MARITAL STATUS (1A): Enter applicable code designated
to indicate an individual's legal status as it relates
to marriage.

EXAMPLE: S   (Single - the status of an
                    individual who has never been
                    married.)

*DEPENDENTS, NUMBER OF (1N): Enter the number of
dependents sponsored by service member. Must be
numeric.

EXAMPLE: 0   (No dependents)

NOTE: Eight or more dependents are coded as
"8".

END OF INPUT FOR NPSG SCREEN 1

```
┌─────────────────────────────────────────────────────────────────────────┐
│         S I D P E R S  -  A R N G        NPSG ENTRY, SCREEN 2             │
├─────────────────────────────────────────────────────────────────────────┤
│  BAQ-DEP-TYPE:                  BAQ-DOB-PD                                 │
│                                                                           │
│  BAQ-STAT:                      BAQ-EFF-DATE:                             │
│                                                                           │
│  ETHNIC GROUP:                  DATE OF BIRTH:                            │
│                                                                           │
│  RELIGIOUS DENOMINATION:        FIRST LANGUAGE IDENT:                     │
│                                                                           │
│  ASSIGNMENT/LOSS REASON:        DATE ASG-LOSS-RSN:                        │
│                                                                           │
│  ──────────────────────────        ──────────────────────────           │
│                                                                           │
│                                                                           │
│         MIL-PERS-CLASS:            PREV-ORG-IDENT:                        │
│         PROCUREMENT PROG:          DATE-INIT-PROC:                        │
│                                                                           │
├─────────────────────────────────────────────────────────────────────────┤
│                                                                           │
│  PAY ENTRY BASIC DATE:          CTZSP-STAT-US-ORGN:                       │
│                                                                           │
│  SEX                            RACE/POPULATION GROUP:                    │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (NPSG, SCREEN 2)

BAQ DEPENDENT TYPE (1AN): Enter member's dependent type for which Basic Allowance for Quarters is provided.

    EXAMPLE: A   (Spouse)

BAQ DATE OF BIRTH PRIMARY DEPENDENT (6N): Enter date of birth of youngest child. Entry is required if BAQ dependent type is other than A, B, I, O, or W. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 900101   (1990 January 1)

BAQ STATUS (1N): Enter member's BAQ eligibility status. Must be numeric.

    EXAMPLE: 0   (No dependents)

BAQ EFFECTIVE DATE (6N): This field identifies the date BAQ status was certified. Entry is required if other than zero. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 860623   (1986 June 23)

*ETHNIC GROUP (1AN): Enter the code which represents a service member's ethnic group as designated by the individual. Caucasian and Negro must always be coded as "X".

     EXAMPLE: X   (Other)

*DATE OF BIRTH (6N): Enter individual's birth date. Must be numeric. Enter as YYMMDD.

     EXAMPLE: 630517   (1963 May 17)

*RELIGIOUS DENOMINATION (2AN): Enter the code reflecting an individual's religious preference or non-preference.

     EXAMPLE: 00   (No preference recorded)

                 01   (No religious preference)

                 GB   (American Lutheran Church)

FIRST LANGUAGE IDENTITY (2A): This data element applies to languages other than English. If an individual has been tested and results are available on DA Form 330, enter the applicable language code.

     EXAMPLE: GR   (Greek)

*ASSIGNMENT/LOSS REASON (2AN): Enter applicable code indicating reason for an individual's assignment to current organization.

     EXAMPLE: A1   (Appointed as commissioned officer.)

*DATE OF ASSIGNMENT LOSS REASON (6N): Enter the effective date of the change of strength accountability upon gain or loss to current organization. Enter as YYMMDD.

     EXAMPLE: 850101   (1985 January 1)

*MILITARY PERSONNEL CLASS (1A): Enter appropriate code for commissioned officer, warrant, or enlisted. Indicate the MPC for individual at time of first military status.

     EXAMPLE: O   (Officer)

*<u>PREVIOUS ORGANIZATION IDENTIFICATION (1A)</u>: Enter applicable code. Use the code identifying present organization for non-prior service person.

    EXAMPLE: B   (Army National Guard Unit)

*<u>PROCUREMENT PROGRAM (2A)</u>: Enter Procurement Program under which individual first obtained a military status. Use "AX" for non-prior service person.

    EXAMPLE: AX   (Title 10 USC 511d)

*<u>DATE OF INITIAL PROCUREMENT (6N)</u>: Enter the date an individual first obtains a military status. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 850101   (1985 January 1)

*<u>PAY ENTRY BASIC DATE (6N)</u>: Enter the date an individual's creditable service for pay purposes begins. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 850101   (1985 January 1)

*<u>CITIZENSHIP STATUS, UNITED STATES ORIGIN (1A)</u>: Enter the code indicating the legal origin of an individual's United States citizenship.

    EXAMPLE: A   (Native Born)

*<u>SEX (1A)</u>: Enter the code that identifies the sex of an individual. "F" and "M" are the only applicable codes.

    EXAMPLE: M   (Male)

*<u>RACE/POPULATION GROUP (1A)</u>: Enter code indicating individual's racial group. Must be alphabetic.

    EXAMPLE: X   (Other)

               N   (Negro)

               C   (Caucasian)

<u>END OF INPUT FOR SCREEN 2</u>

```
┌─────────────────────────────────────────────────────────────────────┐
│          S I D P E R S  -  A R N G      NPSG ENTRY, SCREEN 3          │
├─────────────────────────────────────────────────────────────────────┤
│                                                                       │
│  EXPN-RDY-RES-OBLG-DATE:        EXPN-STAT-MIL-OBLG-DATE:               │
│                                                                       │
│  PHYSICAL CATEGORY:             PHYSICAL PROFILE SERIAL:              │
│                                                                       │
│  HEIGHT, INDIVIDUAL:            WEIGHT, INDIVIDUAL:                    │
│                                                                       │
│  YR-MO-LAST-PHYS-EXAM:          GR-ABBR-CODE:                          │
│                                                                       │
│  ADD-WH-TAX:                    STATE TAX CODE:                        │
│                                                                       │
│  NUMBER OF EXEMPTIONS:          SGLI-ELEC:                             │
│                                                                       │
│  CIV-EDUC-LEVEL:                                                       │
│                                                                       │
│  CIVILIAN EMPLOYER:             MAJ-SUBJ-COL-EDUC:                     │
│                                                                       │
│  CIVILIAN OCCUPATION:                                                  │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (NPSG, SCREEN 3)

*EXPIRATION READY RESERVE OBLIGATION DATE (6N):
Enter expiration date to which an individual has
agreed to serve as a member of the Ready Reserve.
Must be numeric. Enter as YYMMDD.

        EXAMPLE: 921231 (1992 December 31)

*EXPIRATION STATUTORY MILITARY OBLIGATION DATE (6N):
Enter the date the individual's obligated statutory
period of service will be completed. Must be numeric.
Enter as YYMMDD.

        EXAMPLE: 921231 (1992 December 31)

        NOTE: For a Non-Prior Service Gain, this will
                 always be a future date.

*PHYSICAL CATEGORY (1A): Enter code to indicate how an
individual has been categorized following a physical
profile.

        EXAMPLE: A   (No duty limitations)

*PHYSICAL PROFILE SERIAL (6N): Enter code identifying individual's physical ability to perform the demands within an MOS (PULHES).

    EXAMPLE: 111111 (No limitations)

*HEIGHT, INDIVIDUAL (2N): Indicate height in inches.

    EXAMPLE: 72   (72 inches)

*WEIGHT, INDIVIDUAL (3N): Indicate weight in pounds.

    EXAMPLE: 185 (185 pounds)

        NOTE: If individual does not meet the minimum
                standards required by regulation, a
                waiver of A7 (Underweight/Overweight)
                must be accomplished and entered in
                Appointment Waiver Condition (AWCD).

*YEAR AND MONTH OF LAST PHYSICAL EXAMINATION (4N):
Enter year and month of completion of physical
examination. Must be numeric. Enter as YYMM.

    EXAMPLE: 9011   (1990 November)

*GRADE ABBREVIATION AND CODE (4AN): Enter the
abbreviation for grade in which the individual is
entering the service and applicable code. May not be
left blank.

    EXAMPLE: 2LTG   (Second Lieutenant)

ADDITIONAL WITHHOLDING TAX (3N): Indicates additional
Federal Income Tax to be withheld from individual's
pay. Maximum withholding is $84.

    EXAMPLE: 15   ($15)

                00   (none)

        NOTE: Code 999 indicates all money earned is
                to be withheld. Must be in whole
                dollar amounts. Entry for "Number of
                Exemptions" must be 000 if this field
                is to be applicable.

*STATE TAX CODE (2A): Enter the code designating the
state authorized to receive a copy of individual's Form
W-2.

EXAMPLE: WV   (West Virginia)

*NUMBER OF EXEMPTIONS (3AN): Identifies the number of exemptions designated by the service member to be used in the computation of Federal tax withholding.

EXAMPLE: M02   (Married with 2 exemptions.)

             N__   (No withholding is to be made.)

NOTE 1:   Position 1 = Marital Status (1A) - valid code "M" or "S".

            Positions 2 - 3 = Number of Exemptions (2AN)

NOTE 2:   The character "_" means blank space. To enter a blank space, press the [SPACE BAR]. Do not enter the character "_".

*SERVICEMEN'S GROUP LIFE INSURANCE ELECTION (1AN): Enter code identifying the type and amount of SGLI coverage chosen by service member.

EXAMPLE: 5   ($50,000)

NOTE: "0" code is used to indicate service member waives coverage.

*CIVILIAN EDUCATION LEVEL (1AN): Enter the code representing the highest level of civilian education completed by the individual.

EXAMPLE: N   (College graduate, regardless of number of years completed.)

CIVILIAN EMPLOYER (1AN): Enter the code representing an individual's full-time employer. Must be blank for AGR personnel.

EXAMPLE: 2   (Private Industry)

NOTE: Full-time support status will always be coded "K" (Department of the Army - used for all technicians).

MAJOR SUBJECT OF COLLEGE EDUCATION (3A): Enter the code representing the major field of study, pertaining to the highest civilian education of the service member.

EXAMPLE: BAA   (Accounting/Auditing)

NOTE: Civilian Education Level of College GED
or higher requires an entry in "Major
Subject of College Education".

*CIVILIAN OCCUPATION (3N): Describes individual's
full-time occupation.

EXAMPLE: 160   (Accountants and Auditors)

NOTE: If the civilian occupation is
unemployed or full-time student, enter
what the former main occupation was.

END OF INPUT FOR SCREEN 3

```
┌─────────────────────────────────────────────────────────────────────┐
│        S I D P E R S  -  A R N G         NPSG ENTRY, SCREEN 4          │
├─────────────────────────────────────────────────────────────────────┤
│ TECH/SSVC CODE:                 ACTIVE STATUS PROGRAM:                 │
│                                                                        │
│                                 CIVILIAN GRADE:                        │
│                                                                        │
│                                 SCTY-INVEST-STAT:                      │
│                                                                        │
│ DATE OF SCTY-CLEARANCE:         CURR-AERO-RTG:                         │
│                                                                        │
│ AUTH-LINE-DSG:                  AUTH-PARA-DSG:                         │
│                                                                        │
│ DUTY POSITION:                  POSN-NBR-EX-IND:                       │
│                                                                        │
│ DUTY POSITION QUAL:             ROTC-YRS-COMPL:                        │
│                                                                        │
│ TY-ROTC-PROG:                   ROTC-ARM-FORCES:                       │
│                                                                        │
│ TRAINING STATUS:                DATE OF TRAINING STATUS:               │
└─────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (NPSG, SCREEN 4)

*TECHNICIAN/SELECTIVE SERVICE CODE (1A): An Army
National Guard member also employed as a technician or
assigned to a Selective Service position. Must be
alphabetic.

    EXAMPLE: N   (Not performing as a technician.)

ACTIVE STATUS PROGRAM (1AN): Leave blank for NPSG.

*SECURITY CLEARANCE (1A): Enter code representing
the degree of an individual's current Security
Clearance.

    EXAMPLE: Y   (No clearance granted/required.)

                 F   (Secret)

        NOTE: Code "Y" will also delete a code.

CIVILIAN GRADE (4AN): Identifies the grade of Federal
Civil Servant, to include ARNG technicians.

    EXAMPLE: GS09   (General Schedule Level 09)

NOTE: Civil Service employees who are not
technicians require no entry in this
field.

*SECURITY INVESTIGATION STATUS (1A): Enter appropriate
code to indicate type and current status of security
investigation.

EXAMPLE: M   (BI initiated, but not completed.)

X   (No investigation initiated.)

NOTE: Code "X" will also delete other codes
from the database.

DATE OF SECURITY CLEARANCE (6N): Reflects the date a
security clearance was granted, or the latest date of
security clearance validation. Must be numeric. Enter
as YYMMDD.

EXAMPLE: 930301 (1993 March 1)

*CURRENT AERONAUTICAL RATING (1AN): If certification
of Aeronautical Rating has been received, enter the
data code identifying the position for which an
individual has been rated.

EXAMPLE: 8   (Non-crewmember)

AUTHORIZED LINE DESIGNATOR (3AN): Enter the MTOE/TDA
line number to which an individual is being assigned
(as noted on NGB Form 62, for Officer Appointment) in
the first two positions. If designator contains a
suffix, place in the third position; otherwise, the
third position is left blank.

EXAMPLE: 05_   (Without suffix - third
position is left blank.)

05A   (With suffix - suffix is placed
in the third position.)

NOTE: The character "_" means blank space.
To enter a blank space, press the
[SPACE BAR]. Do not enter the
character "_".

AUTHORIZED PARAGRAPH DESIGNATOR (4AN): Enter the
paragraph number to which an individual is being
assigned (as noted on NGB Form 62, for Officer
Appointments) in the first three positions. If

designator contains a suffix, place in the fourth
position; otherwise, the fourth position is left blank.

  EXAMPLE: 200_ (Without suffix - fourth
              position is left blank.)

         200A (With suffix - suffix is placed
              in the fourth position.)

    NOTE: The character "_" means blank space.
         To enter a blank space, press the
         [SPACE BAR]. Do not enter the
         character "_".

*DUTY POSITION (9AN): Enter the applicable code for
each personnel record. The first five positions of
this field represent the Duty Specialty Skill
Identifier (DSSI) and Duty Specialty Secondary (DSS)
Officer, the sixth and seventh positions indicate the
First Duty Additional Skill Identifier (ASI), and the
eighth and ninth positions indicate Duty Language
Identity Code (LIC). (See NOTE below.)

  EXAMPLE: 12C923BGM (Duty Position -
             Commissioned Officer; 12C92
             = DSSI and DSS; 3B = ASI; GM
             = LIC)

    NOTE: If a personnel detail line requires a
         First and Second Duty ASI and an LIC,
         the LIC has priority over the Second
         Duty ASI.

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field
must contain the position number excess code when an
individual is in an excess status. Enter the code that
identifies the individuals's excess status.

  EXAMPLE: 9992 (Assigned to extra TDA
            position.)

*DUTY POSITION QUALIFICATION (1A): This code must be
alphanumeric. (Commander's evaluation.)

  EXAMPLE: N (Not Qualified)

    NOTE: For a non-prior service gain this will
         almost always be coded as "N" (Not
         Qualified) except when an individual is
         hired based upon civilian acquired
         skills.

*<u>RESERVE OFFICER TRAINING CORPS YEARS COMPLETED (1N)</u>:
Enter the total number of years of ROTC training
completed. Must be numeric.

EXAMPLE: 4

*<u>TYPE RESERVE OFFICER TRAINING CORPS PROGRAM (1A)</u>:
Enter the type of Reserve Officer Training Corps
program in which an individual is enrolled.

EXAMPLE: F   (ROTC - 4 years)

*<u>RESERVE OFFICER TRAINING CORPS ARMED FORCES (1A)</u>:
Enter the code identifying the service of the ROTC
training.

EXAMPLE: D   (Army)

*<u>TRAINING STATUS (1A)</u>: Enter the applicable code for
an individual that identifies the status of their
military training.

EXAMPLE: C   (Individual completed IADT -
                   enlisted NPS and officers.)

NOTE: A service member who was gained from
          another state and has not attended IADT
          will be coded as a non-prior service
          member for training status purposes.

*<u>DATE OF TRAINING STATUS (6N)</u>: Enter the effective
date of training status. Must be numeric. Enter as
YYMMDD.

EXAMPLE: 850101 (1985 January 1)

<u>END OF INPUT FOR SCREEN 4</u>

(Commissioned Officers)

```
+------------------------------------------------------------------+
|        S I D P E R S  -  A R N G        NPSG ENTRY, SCREEN 5      |
+------------------------------------------------------------------+
| LOCAL DATA PERSONNEL:              LOCAL DATA PERSONNEL:          |
|                                                                  |
| LOCAL DATA PERSONNEL:              LOCAL DATA, PERS-HOL:          |
|                                                                  |
| SRC-CMSND-WRNT:                    CMSND-WO-SVC-DATE:             |
|                                                                  |
| APT-WVR-COND:                      BRANCH SCHOOL ENROLLED:        |
|                                                                  |
| COURSE LEVEL ENROLLED:             HI-MIL-COL-CR-COMPL:           |
|                                                                  |
| COMMAND STATUS:                    BASIC BRANCH:                  |
|                                                                  |
+------------------------------------------------------------------+
```

CONTROL DATA (NPSG, SCREEN 5)

LOCAL DATA - PERSONNEL (7AN): This is a field allowing
seven alphanumeric characters for local state use. Any
information entered in this field should be zero
filled/left justified if the complete field is not
used. This field should be kept under the control of
the SIDPERS Interface Branch (SIB) Chief.

LOCAL DATA - PERSONNEL (7AN): Again, this is a field
allowing seven alphanumeric characters for local state
use. Any information entered in this field should be
zero filled/left justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA - PERSONNEL (11AN): This is a field
allowing eleven alphanumeric characters for local state
use. Any information entered in this field should be
zero filled/left justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA, PERS-HOL (5AN): Enter the information
received from NGB. This field is a vehicle by which
information directed from NGB level to the SIB is input
to update the state database.

*SOURCE COMMISSION/WARRANT (1AN): Enter the original
source of commission or appointment.

EXAMPLE: 1   (ROTC Scholarship)

*COMMISSIONED/WARRANT OFFICER SERVICE DATE (6N): Date
on which an individual's initial or constructive
commissioned/warrant officer service began. Must be
numeric. Enter as YYMMDD.

EXAMPLE: 850101 (1985 January 1)

APPOINTMENT WAIVER CONDITION (2AN): Enter the code
that identifies the circumstances or conditions the
National Guard Bureau (NGB) has elected to waive to
allow an individual to be appointed or commissioned.
If none, leave blank.

EXAMPLE: A8   (Medical)

NOTE: If more than one waiver condition
             exists, an AWC transaction must be
             processed upon gain of individual
             to the database.

BRANCH SCHOOL ENROLLED (2A): If an individual is
enrolled in branch school, enter the applicable code.
May be blank if individual is not enrolled.

EXAMPLE: FI   (Finance)

COURSE LEVEL ENROLLED (2AN): Enter code to indicate an
individual is enrolled in a specific military course,
or to indicate if an individual is not currently
enrolled.

EXAMPLE: T0   (Withdrawal or non-participation in
                  any of the above courses.)

             F2   (Officer Career Course)

*HIGHEST MILITARY COLLEGE/COURSE COMPLETED (2AN): If
an individual has or has not completed a
military/college course, enter applicable code.

EXAMPLE: T0   (Withdrawal or non-participation in
                  any of the above courses.)

*COMMAND STATUS (1N): Enter code which identifies
whether an individual is or is not assigned as a
commander.

EXAMPLE: 3   (Never assigned as commander of a
                  Selected Reserve unit.)

*BASIC BRANCH (2A): Enter the Basic Branch to which a commissioned officer is appointed.

    EXAMPLE: FI (Finance)

       NOTE: When an NPSG transaction is done on a commissioned officer, a 'Specialty Skill Identifier' (SSI) transaction is required for input of the Primary Specialty Skill Identifier (PSSI) to the database. Officers not having been awarded will be coded as 'OOD' under PSSI on SSI transaction.

END OF INPUT FOR COMMISSIONED OFFICERS (NPSG, SCREEN 5)

(Warrant Officers)

```
┌─────────────────────────────────────────────────────────────────────┐
│          S I D P E R S  -  A R N G        NPSG ENTRY, SCREEN 6         │
├─────────────────────────────────────────────────────────────────────┤
│ LOCAL DATA PERSONNEL:              LOCAL DATA PERSONNEL:               │
│                                                                       │
│ LOCAL DATA PERSONNEL:              LOCAL DATA, PERS-HOL:               │
│                                                                       │
│ SRC-CMSND-WRNT:                    CMSND-WO-SVC-DATE:                  │
│                                                                       │
│ APT-WVR-COND:                      BRANCH SCHOOL ENROLLED:            │
│                                                                       │
│ COURSE LEVEL ENROLLED:             HI-MIL-COL-CR-COMPL:                │
│                                                                       │
│ COMMAND STATUS:                    PMOSD-WO:                           │
│                                                                       │
│ ASI-PMOSD-WO:                                                         │
└─────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (NPSG, SCREEN 6)

LOCAL DATA - PERSONNEL (7AN): This is a field allowing seven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left justified if the complete field is not used. This field should be kept under the control of the SIB Chief.

LOCAL DATA - PERSONNEL (7AN): Again, this is a field allowing seven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left justified if the complete field is not used. This field should be kept under the control of the SIB Chief.

LOCAL DATA - PERSONNEL (11AN): This is a field allowing eleven alphanumeric characters for local state use. Any information entered in this field should be zero filled/left justified if the complete field is not used. This field should be kept under the control of the SIB Chief.

LOCAL DATA, PERS-HOL (5AN): Enter the information received from NGB. This field is a vehicle by which information directed from NGB level to the SIB is input to update the state's database.

*SOURCE COMMISSION/WARRANT (1AN): Enter the original source of commission or appointment.

    EXAMPLE: 7   (Direct appointment - all other)

*COMMISSIONED/WARRANT OFFICER SERVICE DATE (6N): Date
on which individual's initial warrant officer service
began. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 850101 (1985 January 1)

APPOINTMENT WAIVER CONDITION (2AN): Enter the code
that identifies the circumstances or conditions the
National Guard Bureau (NGB) has elected to waive to
allow an individual to be appointed or commissioned.
If none, leave blank.

    EXAMPLE: A6   (Age and Service)

      NOTE: If more than one waiver condition
               exists, an AWC transaction must be
               processed upon gain of individual to
               the database.

BRANCH SCHOOL ENROLLED (2A): If an individual is
enrolled in branch school, enter the applicable code.
May be blank if individual is not enrolled.

    EXAMPLE: FI   (Finance)

*COURSE LEVEL ENROLLED (2AN): Enter code to indicate
an individual is enrolled in a specific military
course, or to indicate if an individual is not
currently enrolled.

    EXAMPLE: T0   (Withdrawal or non-participation in
                     any of the above courses.)

*HIGHEST MILITARY COLLEGE/COURSE COMPLETED (2AN): If
an individual has or has not completed a
military/college course, enter applicable code.

    EXAMPLE: T0   (Withdrawal or non-participation in
                     any of the above courses.)

*COMMAND STATUS (1N): Enter code which identifies
whether an individual is or is not assigned as a
commander.

    EXAMPLE: 3   (Never assigned as commander of a
                     Selected Reserve unit.)

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
WARRANT OFFICER (5AN): Enter the warrant officer's
PMOSD as listed on endorsement of NGB Form 62.

    EXAMPLE: 420A0   (Military Personnel Technician)

ADDITIONAL SKILL IDENTIFIER - PRIMARY MILITARY
OCCUPATIONAL SPECIALTY DESIGNATOR - WARRANT OFFICER
(2AN): Enter the code identifying the additional
specialized skill in which a warrant officer is
proficient, related to Primary Military Occupational
Specialty Designator (PMOSD).

    EXAMPLE: 5G (Special Forces)

       NOTE: Data codes and meanings are found in AR
              611-112.

END OF INPUT FOR WARRANT OFFICERS (NPSG, SCREEN 6)

(Enlisted)

```
+---------------------------------------------------------------+
|   S I D P E R S  -  A R N G        NPSG ENTRY, SCREEN 7        |
+---------------------------------------------------------------+
| LOCAL DATA PERSONNEL:            LOCAL DATA PERSONNEL:         |
|                                                               |
| LOCAL DATA PERSONNEL:            LOCAL DATA, PERS-HOL:         |
|                                                               |
| ENLSTMT-WVR-COND:               ENLISTMENT OPTION PERIOD:     |
|                                                               |
| TERM-ENLSTMT-RES:               ETS-DATE:                     |
|                                                               |
| ENLSTMT-REEL-BONUS-ENTL:        ENLSTMT-REENL-BONUS-AUTH:     |
|                                                               |
| ENLSTMT-REENL-BONUS-MOS:        DATE-ENLSTMT-REENL-BONUS:     |
|                                                               |
| DATE-EXEC-6-YR-SVC-OBLG:        NCO EDUCATION ENROLLED:       |
|                                                               |
| AFQT-PCTL-SCORE:                PMOSD-ENLD:                   |
|                                                               |
| PMOSD-ENLD-BASIS-ACQ:                                         |
+---------------------------------------------------------------+
```

CONTROL DATA (NPSG, SCREEN 7)

LOCAL DATA - PERSONNEL (7AN): This is a field allowing
seven alphanumeric characters for local state use. Any
information entered in this field should be zero
filled/left justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA - PERSONNEL (7AN): Again, this is a field
allowing seven alphanumeric characters for local state
use. Any information entered in this field should be
zero filled/left justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA - PERSONNEL (11AN): This is a field
allowing eleven alphanumeric characters for local state
use. Any information entered in this field should be
zero filled/left justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA, PERS-HOL (5AN): Enter the information
received from NGB. This field is a vehicle by which
information directed from NGB level to the SIB is input
to update the state's database.

ENLISTMENT WAIVER CONDITION (2AN): Enter the code
representing a circumstance or condition the National
Guard Bureau (NGB) has elected to waive to allow the
enlistment of an individual.

    EXAMPLE: D3 (Dependency of sole parent)

        NOTE: If more than one waiver condition
                exists, an EWCD transaction must be
                processed upon gain of individual to
                the database.

*ENLISTMENT OPTION PERIOD (1N): Enter the code
indicating the terms (and years) that an individual
agrees to upon enlistment.

    EXAMPLE: 4   (4 x 0 Enlistment Option)

*TERM OF ENLISTMENT - RESERVE (3N): Enter the number
of months of this enlistment, not more than 96.
Justify with leading zero. Term of Enlistment in
months is counted from date of enlistment to the ETS
date.

    EXAMPLE: 096   (96 months)

*EXPIRATION TERM OF SERVICE DATE (6N): Enter the date
that this period of service expires. Must be numeric.
Enter as YYMMDD.

    EXAMPLE: 921231 (1992 December 31)

        NOTE: This is the contractual date, not
                  necessarily statutory.

*ENLISTMENT/REENLISTMENT BONUS - RESERVE ENTITLEMENT
(1A): Enter code reflecting if an individual is or is
not entitled to an enlistment bonus, and the type.

    EXAMPLE: B   (Educational Assistance Bonus)

ENLISTMENT/REENLISTMENT BONUS - RESERVE - ENTITLEMENT
AUTHORIZATION (1A): Used to indicate authorization of
student loan repayment program.

    EXAMPLE: T   (Enlists, reenlists, or extends
                    with Student Loan Repayment
                    Program.)

NOTE: Input of this data element will
         generate Current/Incentive Termination
         Status.

ENLISTMENT/REENLISTMENT BONUS - RESERVE - MILITARY
OCCUPATIONAL SPECIALTY - ENLISTED (3AN): Identifies
the Military Occupational Specialty (MOS) for which an
individual receives a bonus. Enter the MOS that
establishes eligibility. Applies to critical skills
only. If none, leave blank.

    EXAMPLE: 97B

DATE OF ENLISTMENT/REENLISTMENT BONUS - RESERVE (6N):
Enter the effective date of Enlistment Bonus
entitlement. This is the date the individual is
enrolled in a bonus program. Must be numeric. Enter
as YYMMDD.

    EXAMPLE: 850101 (1985 January 1)

DATE OF EXECUTION 6 YEAR SERVICE OBLIGATION (6N): This
is the date an individual executes or incurs a 6-year
agreement to stay in the Selected Reserve to qualify
for Montgomery G.I. Bill benefits. Must be numeric.
Enter as YYMMDD.

    EXAMPLE: 850101 (1985 January 1)

NCO EDUCATION ENROLLED (1A): If an individual is
enrolled in a military education course, enter
applicable code. If none, leave blank.

*ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE (3N):
Enter the test score achieved by the individual on the
Armed Forces Qualification Test to determine
eligibility for enlistment. Justify with leading zeros
if less than 100. Must be numeric.

    EXAMPLE: 098   (98%)

*PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED (5AN): Enter the PMOSD of the enlisted
member, which is of first significance to the Army.

    EXAMPLE: 97B20

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED - BASIS FOR ACQUIRING (1A): Enter the code
representing the basis on which an individual acquires
a PMOSD-Enlisted. If none, leave blank.

EXAMPLE: D   (Civilian acquired skills)

END OF INPUT FOR ENLISTED (NPSG, SCREEN 7)

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: The
following table outlines the Data Elements generated
from NPSG according to the Military Personnel Class
(MPC).

DATA ELEMENTS GENERATED FROM GAIN TRANSACTIONS
NON-PRIOR SERVICE GAIN (NPSG)

GENERATED DATA ELEMENT	GENERATED FROM	ON MPC
Transaction Name, Last	Name, Individual	O,W,E
Record Status	Mnemonic	O,W,E
Date of Record Status	Date of Assignment/ Loss Reason	O,W,E
AREAX	Extracted from PF	O,W,E
Transaction Code	Initial Procurement	O,W,E
Pay Grade	Grade Abbreviation and Code	O,W,E
Effective Date of Grade	Transaction Date	O,W,E
Date of Rank-Reserve	Transaction Date	O,W,E
Current Organization Identification	System Generates B	O,W,E
Training Pay Category	Training Status/ Civilian Education	O,W,E
Current Incentive Termination Status	Enlistment/ Reenlistment Bonus, Reserve Entitlement	E
Date of Current Incentive Termination Status	Date of Enlistment/ Reenlistment Bonus, Reserve Entitlement	E
Date of Initial Entry Into a Reserve Component	Date of Initial Procurement	O,W,E
Source of Original Enlistment/Induction	Initial Procurement	E
AFQT Group	AFQT Score	E
Reserve Category	Active Status Program	O,W,E
Retirement Year Ending	Date of Assignment/	O,W,E

GENERATED DATA ELEMENT	GENERATED FROM	ON MPC
Date	Loss Reason	
Gain Processing Identity	Mnemonic	O,W,E
Mandatory Removal Date	Date of Birth, Commissioned Warrant Officer Service Date	O,W
Projected Promotion Eligibility Date Commissioned/Warrant	Date of Rank - Reserve, Officer Service Date and Code	O,W
Professional Military Education	Highest Military College/Course Completed	O
Promotion Consideration Code	Mnemonic	O
Date of Promotion Consideration Code	Date of Assignment/ Loss Reason	O
Months Current Extension	Mnemonic	E
Cumulative Months of Extension	Mnemonic	E
Number of Extensions of Enlistment	Mnemonic	E
Date Current Service Agreement	Date Initial Procurement	E
Montgomery G.I. Bill Eligibility Status	Civilian Education Level, Date of Execution of 6 Year Service Obligation, Training Pay Retired Category, Enlisted Option Period, Military Personnel Class	O,W,E
Date of Montgomery G.I. Bill Eligibility	Transaction Date	O,W,E

GENERATED DATA ELEMENT	GENERATED FROM	ON MPC
Twenty Years of Satisfactory Federal Service for Retirement	RPAS Records	O,W,E
Eyes/Vision Capacity Indicator	Mnemonic	O,W,E
Waiver Code	RECINDED: As of C1 NG Pam (AR) 25-10 effective 15 October 1994.	

PRIOR SERVICE GAIN
Transaction Mnemonic - PSG

S I D P E R S - A R N G	
MNEMONIC: PSG	DOCUMENT NUMBER:
LAST NAME (FIRST FIVE):	SOCIAL SECURITY NUMBER: - -
ORIGINATOR CODE:	DATE:
NAME, INDIVIDUAL: STREET ADDRESS: ADDRESS CITY: STATES OF US: MAIL APO/FPO IDENT:	 ZIP CODE: COUNTRY OF RESIDENCE CURRENT:

(Screen 1)

PURPOSE: To add a record to the database of an individual
           who has prior military service.

REFERENCES: NGR 600-100
                NGB Pam 25-10

SOURCE DOCUMENTS: DD Form 4
                    DD Form 214
                    DD Form 1966 series
                    NGB Form 62
                    SF 88
                    SF 93
                    Birth Certificate
                    Marriage License
                    Social Security Card
                    Waivers
                    Divorce Decree
                    Assignment Orders
                    Personnel Information Fact Sheet
                    Appointment Application
                    VA Form 21-8951

****

CONTROL DATA

*NAME, INDIVIDUAL (27A): Enter the legal name by which
an individual is known. Must be alphabetic and may
contain a hyphen. No punctuation should be used.

   a.   The complete name will begin in the leftmost
        position of the data field, as follows: **last
        name** (surname), space, full **first name**, space,
        full **middle name**, or if no middle name, **middle
        initial**, additional middle initials (if any),
        space and **designators such as Jr, Sr, II, III**,
        as applicable.

   b.   If the last name uses or exceeds 25 positions,
        show the last name up to the 25th position,
        then a space, and the first name initial only.
        If there is a Jr, Sr, II or III involved, show
        the last name only through the 21st or 22nd
        position space, first name initial only, space
        and appropriate designator.

   c.   If the full name exceeds 27 character
        positions, enter the full last name, then a
        space, and in the remaining positions enter as
        much of the remaining name as possible.

   d.   When the full name exceeds 27 character
        positions and is followed by designators such
        as Jr, Sr, II, III, the designators must be
        entered preceded by a space, even if a part of
        the first name must be omitted.

        EXAMPLE: RODRIGUEZ ANDR JR
                   (Andrew Alan Rodriguez Jr.)

                   RODRIGUEZ-AMIRANDAS ANDR
                   (An example when a hyphen is
                   used.)

NOTE: FOR THE NEXT 5 DATA ELEMENTS: If an individual has
        an APO/FPO only, the data element "Mail-APO/FPO
        Identification" will be entered.

STREET ADDRESS (29AN): The number of an edifice, with
the name of the street, avenue, boulevard, rural route,
etc. (or other identification, such as Post Office Box
Number or Post Office Station).

   EXAMPLE: 509 West Broad Street

ADDRESS CITY (17AN): The name of a populated place.

EXAMPLE: St Paul

STATES OF THE UNITED STATES (2A): Enter the standard alphabetic state code.

EXAMPLE: CA   (California)

NOTE: The District of Columbia and the territories of Guam, Puerto Rico, and the U.S. Virgin Islands are entered under States of the United States.

ZIP CODE (5N): Enter individuals ZIP code, postal code or APO/FPO Ident Number.

EXAMPLE: 28234

NOTE: ZIP CODE Field is required.

MAIL APO/FPO IDENTIFICATION (14N): Enter APO/FPO address beginning in the leftmost position.

EXAMPLE: APO NY 09309

NOTE: APO/FPO Ident Number must be entered in the ZIP CODE Field.

COUNTRY OF RESIDENCE CURRENT (2N): Enter standard alphabetic country code.

EXAMPLE: FR   (France)

END OF INPUT FOR PSG SCREEN 1

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┌─────────────────────────────────────────────────────────────────────┐
│        S I D P E R S  -  A R N G          PSG ENTRY, SCREEN 2         │
├─────────────────────────────────────────────────────────────────────┤
│  CURRENT UPC:                                                         │
│                                                                       │
│  MARITAL STATUS:                    DEPENDENTS, NUMBER OF:            │
│                                                                       │
│  ETHNIC GROUP:                      DATE OF BIRTH:                   │
│                                                                       │
│  RELIGIOUS DENOMINATION:            FIRST LANGUAGE IDENT:            │
│                                                                       │
│  ASSIGNMENT/LOSS REASON:            DATE ASG-LOSS-RSN:               │
│  ─────────────────────── INITIAL PROCUREMENT ───────────────────────│
│  MILITARY PERSONNEL CLASS:          PREV-ORG-IDENT:                 │
│                                                                       │
│  PROCUREMENT PROGRAM:               DATE-INIT-PROC:                  │
│  ─────────────────────── CURRENT PROCUREMENT ───────────────────────│
│  PREV-MIL-PERS-CLASS:               PREV-ORG-IDENT:                 │
│                                                                       │
│  PROCUREMENT PROGRAM:               DATE-CURR-PROC:                  │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
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CONTROL DATA (PSG, SCREEN 2)

*CURRENT UNIT PROCESSING CODE (5AN): Identifies individual's current unit of assignment. UPC is the UIC minus the "W".

EXAMPLE: PFBAA   (WPFBAA)

NOTE: The letters "I" and "O" will never be used in the first two or the fifth positions of the UPC. The letter "Z" will not be used in the first position.

*MARITAL STATUS (1A): Enter applicable code designated by individual to indicate his legal status as it relates to marriage.

EXAMPLE: D   (Divorced)

*DEPENDENTS, NUMBER OF (1N): Enter the number of dependents sponsored by the service member. Must be numeric.

EXAMPLE: 2   (Two dependents)

NOTE: An individual who has eight or more
dependents is coded as "8".

*ETHNIC GROUP (1AN): Enter the code which represents a
service member's ethnic group as designated by the
individual. Caucasian and Negro must be coded as "X".

EXAMPLE: X   (Other)

*DATE OF BIRTH (6N): Enter individual's birth date.
Must be numeric. Enter as YYMMDD.

EXAMPLE: 590102   (1959 January 2)

*RELIGIOUS DENOMINATION (2AN): Enter code reflecting
religious preference or non-preference.

EXAMPLE: 00   (No preference recorded)

01   (No religious preference)

GB   (American Lutheran Church)

FIRST LANGUAGE IDENTITY (2A): This data element
applies to languages other than English. If an
individual has been tested and results are available on
DA Form 330, enter applicable language code. May be
left blank.

EXAMPLE: GM   (German)

*ASSIGNMENT LOSS REASON (2AN): Enter applicable code
indicating reason for individual's assignment to
current organization.

EXAMPLE: A1   (Appointed as commissioned
officer)

*DATE OF ASSIGNMENT LOSS REASON (6N): Enter the
effective date of the change of strength accountability
upon gain or loss to current organization. Enter as
YYMMDD.

EXAMPLE: 840619   (1984 June 19)

*INITIAL PROCUREMENT (Next four data elements)

a.   *MILITARY PERSONNEL CLASS (1A): Enter appropriate code for commissioned officer, warrant officer, or enlisted personnel. Indicate the MPC for the individual at time of first military status.

        EXAMPLE: E   (Enlisted)

b.   *PREVIOUS ORGANIZATION IDENTIFICATION (1A): Enter applicable code for initial entry into any military service.

        EXAMPLE: D   (Active Component, U.S. Army)

c.   *PROCUREMENT PROGRAM (2A): Enter Procurement Program under which individual first obtained a military status.

        EXAMPLE: BJ   (Standard Enlistment Option)

d.   *DATE OF INITIAL PROCUREMENT (6N): Enter the date an individual first obtained a military status. Must be numeric. Enter as YYMMDD.

        EXAMPLE: 870103   (1987 January 3)

*CURRENT PROCUREMENT (Next four data elements)

a.   *PREVIOUS MILITARY PERSONNEL CLASS (1A): Enter the Military Personnel Class of individual at the time of last service in a military organization before this enlistment or appointment.

        EXAMPLE: E   (Enlisted)

b.   *PREVIOUS ORGANIZATION IDENTIFICATION (1A): Identifies the military organization in which the individual last served before this appointment.

        EXAMPLE: B   (Army National Guard unit)

c.   *PROCUREMENT PROGRAM (2A): Input the code identifying the program under which the individual entered this enlistment/appointment.

        EXAMPLE: AO   (OCS State (ARNG))

d. *DATE OF CURRENT PROCUREMENT (6N): Enter the date of this enlistment/appointment. Must be numeric. Enter as YYMMDD.

   EXAMPLE: 840613   (1984 June 13)

END OF INPUT FOR PSG SCREEN 2

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┌─────────────────────────────────────────────────────────────────────┐
│        S I D P E R S  -  A R N G          PSG ENTRY, SCREEN 3         │
├─────────────────────────────────────────────────────────────────────┤
│ BREAK IN MILITARY STATUS:        PAY ENTRY BASIC DATE:                │
│                                                                       │
│ CITSP-STAT-US-ORGN:              SEX:                                 │
│                                                                       │
│ EXPN-RDY-RES-OBLG-DATE:          EXPN-STAT-MIL-OBLG-DATE:             │
│                                                                       │
│ DATE-INIT-ENT-RES-COMP:          NBR-MO-ACT-FED-SVC:                  │
│                                                                       │
│ PHYSICAL CATEGORY:               PHYSICAL PROFILE SERIAL:             │
│                                                                       │
│ HEIGHT, INDIVIDUAL:              WEIGHT, INDIVIDUAL:                   │
│                                                                       │
│ YR-MO-LAST-PHYS-EXAM:            RACE/POPULATION GROUP:               │
│                                                                       │
│ GR-ABBR-CODE:                    DATE OF RANK, RESERVE:               │
│                                                                       │
│ ADD-WH-TAX:                      STATE TAX CODE:                      │
└─────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (PSG, SCREEN 3)

BREAK IN MILITARY STATUS (1A): Indicates the period of time an individual was not in a military status, and is the time immediately prior to this enlistment. Leave blank for no break in service.

    EXAMPLE: A   (91 days or more)

*PAY ENTRY BASIC DATE (6N): Enter the date an individual's established creditable service for pay begins. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 770103   (1977 January 3)

*CITIZENSHIP STATUS, UNITED STATES ORIGIN (1A): Enter the code indicating the legal origin of an individual's United States citizenship.

    EXAMPLE: A   (Native Born)

*SEX (1A): Enter the code that identifies the sex of an individual. "F" and "M" are the only applicable codes.

    EXAMPLE: M   (Male)

*EXPIRATION READY RESERVE OBLIGATION DATE (6N): Enter expiration date to which an individual has agreed to serve as a member of the Ready Reserve. Must be numeric. Enter as YYMMDD. For officers with no obligation, enter the Mandatory Removal Date.

    EXAMPLE: 090102   (2009 January 2)

*EXPIRATION STATUTORY MILITARY OBLIGATION DATE (6N): Enter the date the individual's obligated statutory period of service will be (or was) completed. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 830102   (1983 January 2)

*DATE OF INITIAL ENTRY INTO A RESERVE COMPONENT (6N): This is the date of **initial** (first time ever) accession to Reserve Component strength, whether it was from civilian life or regular component. Must be numeric. Enter as YYMMDD.

    EXAMPLE: 830101   (1983 January 1)

NUMBER OF MONTHS OF ACTIVE FEDERAL SERVICE (3N): Cumulative period of full-time Active Duty in months. Justify with leading zeros if less than 100.

    EXAMPLE: 072   (6 years)

*PHYSICAL CATEGORY (1A): Enter code to indicate how an individual has been categorized following a physical profile.

    EXAMPLE: A   (No duty limitations)

*PHYSICAL PROFILE SERIAL (6N): Enter code identifying individual's physical ability to perform the demands within an MOS (PULHES).

    EXAMPLE: 111111   (No limitations)

*HEIGHT, INDIVIDUAL (2N): Indicate height in inches.

    EXAMPLE: 72   (6 feet)

*WEIGHT, INDIVIDUAL (3N): Indicate weight in pounds.

    EXAMPLE: 185

*YEAR AND MONTH OF LAST PHYSICAL EXAMINATION (4N): Enter year and month of completion of physical examination. Must be numeric. Enter as YYMM.

    EXAMPLE: 8404   (1984 April)

*RACE/POPULATION GROUP (1A): Enter code indicating individual's racial group.

    EXAMPLE: C   (Caucasian)

*GRADE ABBREVIATION AND CODE (4AN): Enter the abbreviation for the grade in which the individual is entering the service and applicable code. May not be left blank.

    EXAMPLE: 2LT7 (Second Lieutenant)

        NOTE: Be careful relative to over 4
                 years of enlisted/warrant officer
                 service.

*DATE OF RANK - RESERVE (6N): Enter as YYMMDD. Must be numberic.

    EXAMPLE: 840619   (1984 June 19)

ADDITIONAL WITHHOLDING TAX (3N): Indicates additional Federal Income Tax to be withheld from individual's pay. Maximum withholding is $84.

    EXAMPLE: 15   ($15)

*STATE TAX CODE (2A): Enter the code designating the state authorized to receive a copy of individual's Form W-2.

    EXAMPLE: WV   (West Virginia)

END OF INPUT FOR PSG SCREEN 3

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┌─────────────────────────────────────────────────────────────────────┐
│         S I D P E R S  -  A R N G            PSG ENTRY, SCREEN 4       │
├─────────────────────────────────────────────────────────────────────┤
│  NUMBER OF EXEMPTIONS:              SGLI-ELECTION:                     │
│                                                                       │
│  BENEFIT-STAT-WVR-CODE:             DAYS WAIVED:                       │
│                                                                       │
│  IPAY-NBR-ONE:                      DATE OF IPAY-NBR-ONE:              │
│                                                                       │
│  IPAY-NBR-TWO:                      DATE OF IPAY-NBR-TWO:              │
│                                                                       │
│  CIV-EDUC-LEVEL                     MAJ-SUBJ-COL-EDUC:                 │
│                                                                       │
│  CIVILIAN EMPLOYER:                 CIVILIAN OCCUPATION:               │
│                                                                       │
│  TECH-SSVC-CODE:                    ACTIVE STATUS PROGRAM:             │
│                                                                       │
│  CIVILIAN GRADE:                                                      │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (PSG, SCREEN 4)

*NUMBER OF EXEMPTIONS (3AN): Position one is marital status. The only codes applicable are "M" and "S". Positions two and three are the Total Number of Exemptions.

    EXAMPLE: M02   (Married with 2 exemptions)

                    N__   (No withholding is to be made)

    NOTE: In cases of no withholding, left-justify the code and leave a blank in the third position. To leave a blank, press the [SPACE BAR]. Do not enter the character "_".

*SERVICEMEN'S GROUP LIFE INSURANCE ELECTION (1AN): Enter the code identifying the type and amount of SGLI coverage chosen by the service member. May not be left blank. Zero fill.

    EXAMPLE: 5   ($50,000)

       NOTE: 0   (Code used to indicate that the service member waives coverage.)

*BENEFIT STATUS WAIVER CODE (1N): Must be numeric.

    EXAMPLE: 3   (Receiving VA Benefit Pay; waive
                       VA Benefit Pay)

DAYS WAIVED (3N): The number of IDT, Retired Military
Pay, or Veterans Administration Benefit days that are
waived for the current fiscal year. Relates to
"Benefit Status Waiver Code".

    EXAMPLE: 063   (63 days VA Benefits waived)

        NOTE: See NGB Pam 37-104-10 for more specific
                 information regarding pay waived.

INCENTIVE PAY INDICATOR NUMBER ONE (1N): This is the
first pay over and above basic pay for hazardous duty.
Enter the appropriate code. May not be left blank.
Zero fill.

    EXAMPLE: 0   (No entitlements)

                 6   (Experimental Stress Duty)

DATE OF INCENTIVE PAY INDICATOR NUMBER ONE (6N): Enter
the effective date of entitlement as YYMMDD. Must be
numeric. If no entitlement, leave blank.

    EXAMPLE: 840619   (1984 June 19)

INCENTIVE PAY INDICATOR NUMBER TWO (1N): This is a
second pay over and above basic pay for hazardous duty.
Enter the appropriate code. May not be left blank.
Zero fill.

    EXAMPLE: 0   (No entitlements)

                 4   (Demolition Duty Pay)

DATE OF INCENTIVE PAY INDICATOR NUMBER TWO (6N): Enter
the effective date of entitlement as YYMMDD. Must be
numeric. If no entitlement, leave blank.

    EXAMPLE: 840619   (1984 June 19)

*CIVILIAN EDUCATION LEVEL (1AN): Enter the code
representing the highest level of civilian education
completed by the individual.

EXAMPLE:　　F　　(General Education Development
　　　　　　　　(college level) or CLEP, all five
　　　　　　　　parts completed)

MAJOR SUBJECT OF COLLEGE EDUCATION (3A): Enter the
code representing the major field of study, pertaining
to the highest civilian education of the service
member.

EXAMPLE:　　BAX　(Business Administration)

NOTE:　　Civilian Education Level of College GED
　　　　　or higher requires an entry in "Major
　　　　　Subject of College Education".

CIVILIAN EMPLOYER (1AN): Enter the code representing
an individual's full-time employer. Must be blank for
Active Guard/Reserve (AGR) personnel.

EXAMPLE:　　2　　(Private Industry)

NOTE:　　Full-time support status will always be
　　　　　code "K" (Department of the Army used
　　　　　for all technicians).

*CIVILIAN OCCUPATION (3N): A member's civilian
occupation code as listed in the SIDPERS Data Element
Dictionary (AR 25-10), representing the **specific**
occupation of the individual.

EXAMPLE:　　186　(Finance, Insurance, Real Estate
　　　　　　　　Managers and Officials)

*TECHNICIAN/SELECTIVE SERVICE CODE (1A): An Army
National Guard (ARNG) member also employed as a
technician or assigned to a Selective Service position.

EXAMPLE:　　N　　(Not performing as a technician)

ACTIVE STATUS PROGRAM (1AN): Enter the code
representing the type of Active Status Program an
individual has been ordered to perform. May be left
blank. If the Active Status Program has an entry, then
Active Guard/Reserve Identifier requires an entry. For
gains, in most cases this will be blank.

EXAMPLE:　　A　　(Full-Time Manning)

CIVILIAN GRADE (4AN): Identifies the grades of Federal
Civil Servants to include ARNG technicians.

EXAMPLE: GS09 (General Schedule, Level 9)

NOTE: Civil Service employees who are not technicians require no entry in this field.

<u>END OF INPUT FOR PSG SCREEN 4</u>

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┌─────────────────────────────────────────────────────────────────────┐
│         S I D P E R S  -  A R N G          PSG ENTRY, SCREEN 5        │
├─────────────────────────────────────────────────────────────────────┤
│ SECURITY CLEARANCE:              SCTY-INVEST-STAT:                    │
│                                                                       │
│ DATE OF SCTY-CLEARANCE:          CURR-AERO-RTG:                       │
│                                                                       │
│ AUTH-LINE-DSG:                   AUTH-PARA-DSG:                       │
│                                                                       │
│ DUTY POSITION:                   POSN-NBR-EX-IND:                     │
│                                                                       │
│ DUTY POSITION QUAL:              ROTC-YRS-COMPL:                      │
│                                                                       │
│ TY-ROTC-PROG:                    ROTC-ARM-FORCES:                     │
│                                                                       │
│ TRAINING STATUS:                 DATE OF TRAINING STATUS:             │
│                                                                       │
│ RYE-DATE:                        TWENTY YEAR CERT-STAT:               │
│                                                                       │
│ TOT-YR-SAT-SVC-RT:               LOCAL DATA-PERS (HOL):               │
└─────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (PSG, SCREEN 5)

*SECURITY CLEARANCE (1A): Enter code representing the degree of an individual's current Security Clearance.

    EXAMPLE: F   (Secret)

                 Y   (No clearance granted/required)

*SECURITY INVESTIGATION STATUS (1A): Enter appropriate code to indicate type and current status of security investigation.

    EXAMPLE: H   (NAC completed, individual is
                           PRP qualified.)

DATE OF SECURITY CLEARANCE (6N): The date that security investigation level of access was granted or the latest date of security clearance validation. Must be numeric. Enter as YYMMDD. Date of Security Clearance is required when individual has a Security Clearance. If no Security Clearance, leave blank.

    EXAMPLE: 830617   (1983 June 17)

*CURRENT AERONAUTICAL RATING (1AN): If certification of Aeronautical Rating has been received, enter the data code identifying the position for which individual has been rated.

EXAMPLE: Y   (None)

AUTHORIZED LINE DESIGNATOR (3AN): Enter the MTOE/TDA
line number to which the individual is assigned in the
first two positions. If designator contains a suffix,
place in the third position; otherwise, the third
position is left blank.

EXAMPLE: 05_   (Without suffix - third position
                       is blank.)

                05A   (With suffix - suffix is placed in
                       the third position.)

NOTE: The character "_" means blank space.
           To enter a blank space, press the
           [SPACE BAR]. Do not enter the
           character "_".

AUTHORIZED PARAGRAPH DESIGNATOR (4AN): Enter the
MTOE/TDA paragraph number to which the individual is
assigned in the first three positions. If the
designator contains a suffix, place in the fourth
position; otherwise, the fourth position is left blank.

EXAMPLE: 200_   (Without suffix - fourth position
                       is blank.)

                200A   (With suffix - suffix is placed in
                       the fourth position.)

NOTE 1: Paragraph and Line Numbers are required
         on all individuals (including
         overstrength), except those personnel
         in an extra TDA position.

NOTE 2: The character "_" means blank space.
         To enter a blank space, press the
         [SPACE BAR]. Do not enter the
         character "_".

*DUTY POSITION (9AN): Enter the applicable code for
each personnel record. The first five positions of
this field represent the Duty Specialty Skill
Identifier (DSSI) and Duty Specialty Secondary (DSS)
(officer); the sixth and seventh positions indicate the
First Duty Additional Skill Identifier (ASI), and the
eighth and ninth positions indicate Duty Language
Identity Code (LIC). (See NOTE below.)

EXAMPLE: 12C923BGM   (Duty Position -
                           Commissioned Officer;
                           12C92 = DSSI and DSS; 3B
                           = ASI; GM = LIC)

NOTE: If a personnel detail line requires a
          First and Second Duty ASI and an LIC,
          the LIC has priority over the Second
          Duty ASI.

POSITION NUMBER EXCESS INDIVIDUAL (4AN): This field
must contain the position number excess code when an
individual is in an excess status. Enter the code that
identifies the individual's excess status.

EXAMPLE: 9992 (Assigned to extra TDA position.)

*DUTY POSITION QUALIFICATION (1A): This code must be
alphabetic (Commander's evaluation). May not be left
blank.

EXAMPLE: N   (Not Qualified)

*RESERVE OFFICER TRAINING CORPS YEARS COMPLETED (1N):
Enter the total number of years of ROTC training
completed. Must be numeric.

EXAMPLE: 0   (None)

*TYPE RESERVE OFFICER TRAINING CORPS PROGRAM (1A):
Enter the Type Reserve Officer Training Corps Program
in which an individual is enrolled.

EXAMPLE: Y   (None or Not Applicable)

*RESERVE OFFICER TRAINING CORPS ARMED FORCES (1A):
Enter code identifying the service of the ROTC
training.

EXAMPLE: Y   (None)

*TRAINING STATUS (1A): Enter the applicable code for
an individual that identifies the status of their
military training.

EXAMPLE: E   (Officer awaiting ADT)

*DATE OF TRAINING STATUS (6N): Enter the effective
date of training status. Must be numeric. Enter as
YYMMDD.

EXAMPLE: 840619   (1984 June 19)

RETIREMENT YEAR ENDING DATE (4N): Establishes the date
on which a period of service was completed for totaling
of retirement points. Date will be entered as month
and day (MMDD).

EXAMPLE: 0618 (June 18)

TWENTY YEAR CERTIFICATE STATUS (1A): Identifies
individual who is certified as completing 20 years of
creditable service for retirement. May be left blank.

EXAMPLE: W   (Verification upon completion of
                    20 years for retirement purposes
                    for odd years.)

TOTAL YEARS SATISFACTORY FEDERAL SERVICE FOR RETIREMENT
(2N): Identifies individual's creditable years of
military service acceptable for retirement purposes.
Use leading zeros if less than 10. Must be numeric.

EXAMPLE: 07   (7 years)

LOCAL DATA - PERSONNEL - HOL (5AN): This field is a
vehicle by which information directed from the NGB
level to the SIB is entered to update the state's
database. Enter the information received from NGB.

END OF INPUT FOR PSG SCREEN 5

```
+--------------------------------------------------------------------+
|        S I D P E R S  -  A R N G          PSG ENTRY, SCREEN 6       |
+--------------------------------------------------------------------+
| BAQ-DEP-TYPE:                  BAQ-DOB-PD:                          |
|                                                                    |
| BAQ-STAT:                      BAQ-EFF-DATE:                        |
|                                                                    |
| LEAVE-CUM-DAYS-PAID:                                                |
|                                                                    |
+--------------------------------------------------------------------+
```

CONTROL DATA (PSG, SCREEN 6)

BAQ DEPENDENT TYPE (1AN): Enter member's dependent
type for which Basic Allowance for Quarters is
provided.

    EXAMPLE: A   (Spouse)

BAQ DATE OF BIRTH PRIMARY DEPENDENT (6N): Enter date
of birth of youngest child. Entry is required if BAQ
dependent type is other than A, B, I, O, or W. Must be
numeric. Enter as YYMMDD.

    EXAMPLE: 900101   (1990 January 1)

BAQ STATUS (1N): Enter member's BAQ eligibility
status. Must be numeric.

    EXAMPLE: 0   (No Dependents)

BAQ EFFECTIVE DATE (6N): The effective date of the
most recent Basic Allowance for Quarters status
determination for pay purposes. Entry is required if
BAQ-STAT is other than 0. Must be numeric. Enter in
YYMMDD format.

    EXAMPLE: 920212   (1992 February 12)

LEAVE CUMULATIVE DAYS PAID (3N): Enter the number of
days member was paid for leave not taken since 10
February 1976. Must be numeric. The third position is
for half-day increments.

    EXAMPLE: 555   (55.5 days)

END OF INPUT FOR PSG SCREEN 6

(Officers)

```
┌─────────────────────────────────────────────────────────────────────┐
│        S I D P E R S  -  A R N G          PSG ENTRY, SCREEN 7         │
├─────────────────────────────────────────────────────────────────────┤
│ LOCAL DATA PERSONNEL:              LOCAL DATA PERSONNEL:              │
│                                                                       │
│ LOCAL DATA PERSONNEL:                                                 │
│                                                                       │
│ PREVIOUS SITE ID:                  PREVIOUS UPC:                      │
│                                                                       │
│ SRC-CMSND-WRNT:                    CMSND-WO-SVC-DATE:                 │
│                                                                       │
│ APT-WV-COND:                       BRANCH SCHOOL COMPLETED:           │
│                                                                       │
│ BRANCH SCHOOL ENROLLED:            COURSE LEVEL ENROLLED:             │
│                                                                       │
│ HI-MIL-COL-CR-COMPL:               AVN-SVC-ENTRY-DATE:                │
│                                                                       │
│ COMMAND STATUS:                    TOT-FED-OFF-SVC-DATE:              │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (PSG, SCREEN 7)

LOCAL DATA - PERSONNEL (7AN): This is a field allowing
seven alphanumeric characters for local state use. Any
information entered in this field should be zero
filled/left-justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA - PERSONNEL (7AN): Again, this is a field
allowing seven alphanumeric characters for local state
use. Any information entered in this field should be
zero filled/left-justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA - PERSONNEL (11AN): This is a field
allowing eleven alphanumeric characters for local state
use. Any information entered in this field should be
zero filled/left-justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

PREVIOUS SITE IDENTIFICATION (2AN): Identifies the
previous payroll site identification. (Input on gain
where ASG/LOSS reason code "A6" is used.) May be left
blank.

EXAMPLE: A4   (Arkansas)

PREVIOUS UNIT PROCESSING CODE (5AN): This is the UPC (minus the letter "W") of the unit to which the individual previously belonged. Input on gain where ASG/LOSS reason of "A6" is used. May be left blank.

EXAMPLE: PY1T0   (WPY1T0)

*SOURCE COMMISSION/WARRANT (1AN): Enter the original source of commission or appointment.

EXAMPLE: 5   (National Guard State OCS)

*COMMISSIONED/WARRANT OFFICER SERVICE DATE (6N): Date on which individual's initial or constructive commissioned/ warrant officer service began. Must be numeric. Code as YYMMDD.

EXAMPLE: 840619   (1984 June 19)

APPOINTMENT WAIVER CONDITIONS (2AN): Enter the code that identifies the circumstances or conditions the National Guard Bureau (NGB) has elected to waive, to allow an individual to be appointed or commissioned. If none, leave blank.

EXAMPLE: A8   (Medical)

NOTE: If more than one waiver condition exists, an AWC transaction must be processed upon entry of the individual into the database.

BRANCH SCHOOL COMPLETED (2A): Identifies branch school course a commissioned/warrant officer completed. If none, leave blank.

EXAMPLE: AG   (Adjutant General's Corps)

BRANCH SCHOOL ENROLLED (2A): If an individual is enrolled in branch school, enter the applicable code. If none, leave blank.

EXAMPLE: AG   (Adjutant General's Corps)

*COURSE LEVEL ENROLLED (2AN): Enter code to indicate an individual is enrolled in a specific military course, or to indicate if an individual is not currently enrolled. May not be left blank.

EXAMPLE: T0   (Withdrawal or nonparticipation in
                    any of the above courses.)

HIGHEST MILITARY COLLEGE/COURSE COMPLETED (2AN): If an
individual has or has not completed a military/college
course, enter applicable code. May not be left blank.

EXAMPLE: T0   (Withdrawal or nonparticipation in
                    any of the above courses)

AVIATION SERVICE ENTRY DATE (6N): This date is used to
determine aviation career incentive pay entitlement
amount. (Cannot be adjusted.) For specific guidance
regarding establishment of this date, see Part 1 of the
SIDPERS Data Element Dictionary. Must be numeric.
Enter as YYMMDD. May be left blank. Applies to
aviators only.

EXAMPLE: 840729   (1984 July 29)

*COMMAND STATUS (1N): Enter code which identifies
whether an individual is or is not assigned as a
commander. May not be left blank.

EXAMPLE: 3   (Never assigned as Commander of a
                    Selected Reserve unit.)

TOTAL FEDERAL OFFICER SERVICE DATE (6N): A date
established to determine incentive pay rate, using
total of all officer active and inactive creditable
service. Applies to aviators only. May be left blank.

EXAMPLE: 840729   (1984 July 29)

END OF INPUT FOR PSG SCREEN 7

(Officers)

```
+---------------------------------------------------------------------+
|        S I D P E R S  -  A R N G         PSG ENTRY, SCREEN 8         |
+---------------------------------------------------------------------+
| PSSI:                        ASI-PSSI:                               |
|                                                                     |
| SSSI:                        ASI-SSSI:                               |
|                                                                     |
| ASSI:                        ASI-ASSI:                               |
|                                                                     |
| BASIC BRANCH:                                                       |
|                              DESIGNATED CONTROL                      |
|                              SPECIALITY:                             |
|                                                                     |
| PROMOTION CONSIDERATION                                             |
| CODE:                                                               |
|                                                                     |
+---------------------------------------------------------------------+
```

CONTROL DATA (PSG, SCREEN 8)

PRIMARY SPECIALTY SKILL IDENTIFER (3AN): Enter PSSI
awarded. May not be left blank. If none, enter "00D".

   EXAMPLE: 00D   (PSSI not awarded)

ADDITIONAL SKILL IDENTIFIER - PRIMARY SPECIALTY SKILL
IDENTIFER (2AN): Enter the designated ASI to the PSSI.
If none, leave blank.

   EXAMPLE: 5X   (Historian)

SECONDARY SPECIALTY SKILL IDENTIFIER (3AN): Enter SSSI
awarded. If none, leave blank.

   EXAMPLE: 12B (Armor)

ADDITIONAL SKILL IDENTIFIER - SECONDARY SPECIALTY SKILL
IDENTIFER (2AN): Enter the designated ASI to the SSSI.
If none, leave blank.

   EXAMPLE: 5L   (Advisor)

ADDITIONAL SPECIALTY SKILL IDENTIFIER (3AN): Enter
ASSI awarded.

   EXAMPLE: 75D   (Ordnance Disposal Officer)

ADDITIONAL SKILL IDENTIFIER - ADDITIONAL SPECIALTY SKILL IDENTIFIER (2AN): Enter the designated ASI to the ASSI. If none, leave blank.

    EXAMPLE: 5W   (Civil Affairs Officer)

*BASIC BRANCH (2A): Enter the basic branch to which a commissioned officer is appointed.

    EXAMPLE: AG   (Adjutant General's Corps)

DESIGNATED CONTROL SPECIALTY (2N): A specialty that facilitates the management of a commissioned officer. (See AR 611-101 for further information.) Must be numeric.

    EXAMPLE: 42

PROMOTION CONSIDERATION CODE (2A): Enter appropriate code indicating promotion status. May be left blank.

    EXAMPLE: NC   (Officer not considered for promotion to next higher grade.)

END OF INPUT FOR COMMISSIONED OFFICERS

(Warrant Officers)

SIDPERS - ARNG	PSG ENTRY, SCREEN 9
PMOSD-WO:	ASI-PMOSD-WO:
AMOSD-WO:	ASI-AMOSD-WO:

CONTROL DATA (PSG, SCREEN 9)

*PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - WARRANT OFFICER (5AN): Enter the warrant officer's PMOSD as listed on the endorsement to NGB Form 62.

EXAMPLE: 011AT   (Physician's Assistant - Research, Development, Test and Evaluation Technician)

ADDITIONAL SKILL IDENTIFIER - PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - WARRANT OFFICER (2AN): Enter the code identifying the additional specialized skill in which a warrant officer is proficient, related to Primary Military Occupational Specialty Designator.

EXAMPLE: 4A   (Warrant Officer Senior Course Graduate)

NOTE: Data codes and meanings can be found in AR 611-112.

ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - WARRANT OFFICER (5AN): Enter the designated AMOSD awarded.

EXAMPLE: 100KF   (Multi-Engine Attack Helicopter Pilot - Instrument Flight Examiner)

ADDITIONAL SKILL IDENTIFIER - ADDITIONAL MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR - WARRANT OFFICER (2AN): Enter the designated ASI for the AMOSD.

EXAMPLE: ID   (OH-58 Pilot)

END OF INPUT FOR WARRANT OFFICERS

(Enlisted)

```
┌─────────────────────────────────────────────────────────────────────────┐
│           S I D P E R S  -  A R N G        PSG ENTRY, SCREEN 10           │
├─────────────────────────────────────────────────────────────────────────┤
│ LOCAL DATA PERSONNEL:              LOCAL DATA PERSONNEL:                   │
│                                                                           │
│ LOCAL DATA PERSONNEL:                                                     │
│                                                                           │
│ PREVIOUS SITE-ID:                  PREVIOUS UPC:                          │
│                                                                           │
│ ENLSTMT-WVR-COND:                  ENLSTMT-OPT-PD:                        │
│                                                                           │
│ TERM-ENLSTMT-RES:                  ETS-DATE:                              │
│                                                                           │
│ ENLSTMT-REEL-BONUS-ENTL:           ENLSTMT-REENL-BONUS-AUTH:              │
│                                                                           │
│ ENLSTMT-REENL-BONUS-MOS:           DATE-ENLSTMT-REENL-BONUS:              │
│                                                                           │
│ NBR-ENLSTMT-REENL-BONUS:           DATE-EXEC-6-YR-SVC-OBLIG:              │
│                                                                           │
└─────────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (PSG, SCREEN 10)

LOCAL DATA - PERSONNEL (7AN): This is a field allowing
seven alphanumeric characters for local state use. Any
information entered in this field should be zero
filled/left-justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA - PERSONNEL (7AN): Again, this is a field
allowing seven alphanumeric characters for local state
use. Any information entered in this field should be
zero filled/left-justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

LOCAL DATA - PERSONNEL (11AN): This is a field
allowing eleven alphanumeric characters for local state
use. Any information entered in this field should be
zero filled/left-justified if the complete field is not
used. This field should be kept under the control of
the SIB Chief.

PREVIOUS SITE IDENTIFICATION (2AN): Identifies the previous payroll site identification. Input on gain where ASG/LOSS reason code "A6" is used. May be left blank.

    EXAMPLE: A4   (Arkansas)

PREVIOUS UNIT PROCESSING CODE (5AN): This is the UPC (minus the letter "W") of the unit to which the individual previously belonged. Input on gain where ASG/LOSS reason of "A6" is used. May be left blank.

    EXAMPLE: PY1T0   (WPY1T0)

ENLISTMENT WAIVER CONDITION (2AN): Enter the code representing a circumstance or condition the National Guard Bureau (NGB) has elected to waive to allow enlistment of an individual. If none, leave blank.

    EXAMPLE: A1   (Age)

        NOTE: If more than one waiver condition exists, an EWCD transaction must be processed upon entry of the individual into the database.

ENLISTMENT OPTION PERIOD (1N): Leave blank for PSG.

*TERM OF ENLISTMENT - RESERVE (3N): Enter the number of months of this enlistment. Shall not exceed 72. Use leading zeros. Term of Enlistment in months is counted from date of enlistment to the ETS date.

    EXAMPLE: 012   (12 months)

*EXPIRATION TERM OF SERVICE DATE (6N): Enter the date this period of service expires. Enter as YYMMDD. Must be a future date.

    EXAMPLE: 850617   (1985 June 17)

*ENLISTMENT/REENLISTMENT BONUS - RESERVE ENTITLEMENT (1A): Enter code reflecting if an individual is or is not entitled to an enlisted bonus.

    EXAMPLE: B   (Educational Assistance Bonus)

ENLISTMENT/REENLISTMENT BONUS - RESERVE ENTITLEMENT
AUTHORIZATION (1A): Used to indicate authorization or
termination of student loan repayment. Enter "Z" for
none.

    EXAMPLE: T   (Student Loan Repayment Program
                            under Parts B and E of the Higher
                            Education Act of 1965)

ENLISTMENT/REENLISTMENT BONUS - RESERVE - MILITARY
OCCUPATIONAL SPECIALTY - ENLISTED (3AN): Identifies
the Military Occupational Specialty (MOS) for which an
individual receives a bonus. Enter the MOS that
establishes eligibility. Applies to critical skills
only. If none, leave blank.

    EXAMPLE: 97B

DATE OF ENLISTMENT/REENLISTMENT BONUS - RESERVE (6N):
Enter the effective date of Enlistment Bonus
Entitlement. This is not necessarily the date the
individual receives payment. Enter as YYMMDD. May be
left blank.

    EXAMPLE: 840618   (1984 June 18)

NUMBER OF ENLISTMENT/REENLISTMENT BONUS PAYMENTS (1N):
This is the number of the correct payment made to the
individual after the initial bonus payment. May be
left blank.

    EXAMPLE: 1   (Initial payment plus first
                            installment)

DATE OF EXECUTION 6 YEAR SERVICE OBLIGATION (6N): This
is the date an individual executes or incurs a 6 year
agreement to stay in the Selected Reserve to qualify
for Montgomery G.I. Bill benefits. Must be numeric.
Enter as YYMMDD.

    EXAMPLE: 890618   (1989 June 18)

END OF INPUT FOR SCREEN 10

(Enlisted)

```
┌─────────────────────────────────────────────────────────────────────┐
│     S I D P E R S  -  A R N G        PSG ENTRY, SCREEN 11             │
├─────────────────────────────────────────────────────────────────────┤
│ NCO EDUCATION:                    NCO EDUCATION ENROLLED:             │
│                                                                       │
│ PROFICIENCY PAY STATUS:           PROFICIENCY PAY DATE:               │
│                                                                       │
│ AFQT-PCTL-SCORE:                  PMOSD-ENLD:                         │
│                                                                       │
│ ASI-PMOSD-ENLD:                   PMOSD-ENLD-BASIS-ACQ:               │
│                                                                       │
│ SMOSD-ENLD:                       ASI-SMOSD-ENLD:                     │
└─────────────────────────────────────────────────────────────────────┘
```

CONTROL DATA (PSG, SCREEN 11)

NCO EDUCATION (1A): Enter the code indicating highest NCO education level attained by the individual.

EXAMPLE: S   (Advanced NCO Course Graduate - Reserve Component)

NCO EDUCATION ENROLLED (1A): If an individual is enrolled in a military education course, enter applicable code. If none, leave blank.

EXAMPLE: J   (NCO Course - RC)

PROFICIENCY PAY STATUS (1N): Enter applicable code. Applies only to PMOS of 00E and 79D. May be left blank.

EXAMPLE: 3   (Special Duty Assignment Pay-3, at the rate of $165 per month.)

PROFICIENCY PAY DATE (6N): This is date of entitlement. Applies only to PMOS of 400E and 79D. Enter as YYMMDD. May be left blank.

EXAMPLE: 840618   (1984 June 18)

*ARMED FORCES QUALIFICATION TEST PERCENTILE SCORE (3N): Enter the test score achieved by the individual on the Armed Forces Qualification Test (AFQT) to determine eligibility for enlistment. Use leading zeros if less than 100.

EXAMPLE: 098   (98%)

999   (Not required to be tested.)

000   (Score not available.)

*PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED (5AN): Enter the PMOSD of the enlisted member
which is of first significance to the Army.

EXAMPLE: 75Z4p

ADDITIONAL SKILL IDENTIFIER - PRIMARY MILITARY
OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (2AN):
Enter the designated ASI to the PMOSD.

EXAMPLE: A3   (Force Development (TAADS))

PRIMARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED - BASIS FOR ACQUIRING (1A): Enter the code
representing the basis on which an individual acquires
a PMOSD-Enlisted.

EXAMPLE: A   (Successful completion of formal
                     school training, to include MOS
                     awarded at any TRADOC Army Service
                     School or at a U.S. Army Training
                     Center.)

SECONDARY MILITARY OCCUPATIONAL SPECIALTY DESIGNATOR -
ENLISTED (5AN): Identifies MOS subordinate to PMOSD.
(In order to be promoted to E-7 and above, individual
must possess or be eligible for SMOSD.)

EXAMPLE: 71L40

ADDITIONAL SKILL IDENTIFIER - SECONDARY MILITARY
OCCUPATIONAL SPECIALTY DESIGNATOR - ENLISTED (2AN):
Enter the designated ASI for the SMOSD.

EXAMPLE: F5   (Postal Operations)

END OF INPUT FOR PSG SCREEN 11

DATA ELEMENTS GENERATED BY TRANSACTION INPUT: The
following table outlines the Data Elements generated
from PSG according to the Military Personnel Class
(MPC).

DATA ELEMENTS GENERATED FROM GAIN TRANSACTIONS
PRIOR SERVICE GAIN (PSG)

GENERATED DATA ELEMENT	GENERATED FROM	ON MPC
Transaction Name, Last	Name, Individual	O,W,E
Record Status	Mnemonic	O,W,E
Date of Record Status	Date of Assignment/Loss Reason	O,W,E
AREAX	Extracted from PF	O,W,E
Transaction Code	Current Procurement	O,W,E
Pay Grade	Grade Abbreviation and Code	O,W,E
Effective Date of Grade	Transaction Date	O,W,E
Current Organization Identification	System-generated "B"	O,W,E
Training Pay Category	Training Status	O,W,E
Current Incentive Termination Status	Enlistment/Reenlistment Bonus Reserve Entitlement	E
Date of Current Incentive Termination Status	Date of Enlistment/ Reenlistment Bonus Reserve Entitlement	E
Source of Original Enlistment/Induction	Initial Procurement	E
AFQT Group	AFQT Score	E
Reserve Category	Active Status Program	O,W,E
Gain Processing Identity	Mnemonic	O,W,E
Mandatory Removal Date	Date of Birth and Commissioned Warrant Officer Service Date	O,W

GENERATED DATA ELEMENT	GENERATED FROM	ON MPC
Date of Projected Promotion Eligibility Date	Date of Rank - Reserve, and Commissioned/Warrant Officer Service Date, and Grade Abbreviation and Code	O,W
Professional Military Education	Highest Military College/Course Completed	O
Promotion Consideration Code	Mnemonic	O
Date of Promotion Consideration Code	Date of Assignment/Loss Reason	O
Months Current Extension	Mnemonic	E
Cumulative Months of Extension	Mnemonic	E
Number of Enlistment/ Reenlistment Bonus Payments	Mnemonic	E
Date of Current Service Agreement	Date of Current Procurement	O,W,E
Montgomery G.I. Bill Eligibility Status	Civilian Education Level, Training Pay Retired Category, Military Personnel Class, Date Execute 6 Year Service Obligation, and Assignment/Loss Reason	E
Date of Montgomery G.I. Bill Eligibility Start	Date Current Procurement	O,W,E
Months of Obligated Service Remaining	Mnemonic	O,W,E
Record Precedence	Mnemonic	O,W,E
Service Component	Mnemonic	O,W,E

GENERATED DATA ELEMENT	GENERATED FROM	ON MPC
Special Qualification Identifier - Warrant Officer	Primary Military Occupational Specialty, Secondary Military Occupational Specialty	W
Special Qualification Identifier - Enlisted	Primary Military Occupational Specialty, Secondary Military Occupational Specialty	E

SIDPERS-FOL END USER MANUAL

APPENDIX D

SSN QUERY SCREEN FORMATS AND DESCRIPTIONS

TABLE OF CONTENTS

APPENDIX D

SSN QUERY SCREEN FORMATS AND DESCRIPTIONS

The following screens are examples of the query screens that
are displayed when "01 QUERY BY SSN" is selected from the
Queries Menu. Each screen displays information about a
service member's record. Information is grouped according
to Military Personnel Class. The following list describes
the type of information each screen contains.

Screens	Data Contained
SSN Query Screens 1 - 6	All personnel
SSN Query Screens 7 - 8	Enlisted personnel only
SSN Query Screen 9	Warrant Officers only
SSN Query Screen 10	Commissioned Officers only

In addition to the screen formats, this appendix provides
descriptions of each data element on the screens. For
additional information about the data elements, see NGB Pam
25-10, the Standard Installation/Division Personnel System
(SIDPERS) Data Element Dictionary.

SSN QUERY SCREEN 1
COMMON DATA FOR ALL PERSONNEL

```
              SIDPERS  -   ARNG
              SSN QUERY SCREEN 1
          COMMON DATA FOR ALL PERSONNEL

Please Enter SSN-SM:
  REC-STAT            :        DOR-RES            :
  DATE-REC-STAT       :        GR-CHG-WVR         :
  MPC                 :        GR-HOW-ACQ-CODE    :
  AREAX               :        PREV-UPC           :
  SEX                 :        CURR-UPC           :
  LAST-TY-TRANS       :        POSN-NBR-EX-IND    :
  DATE-LAST-TY-TRANS  :        DUTY-POSN          :
  TRANS-NAME-LAST     :        DUTY-POSN-QUAL     :
  ORIG-CODE           :        ASG-LOSS-RSN       :
  CON-NBR             :        DATE-ASG-LOSS-RSN  :
  TRANS-CODE          :        CURR-ORG-IDENT     :
  PAY-GR              :        AUTH-LINE-DSG      :
  GR-ABBR-CODE        :        AUTH-PARA-DSG      :
  EFF-DATE-GR         :        NAME-IND          :
```

Record Status (1A). The active/inactive condition of an
individual's record on the personnel data bank.

Date of Record Status (6N). The date of the latest recorded
change to the Record Status of an individual. Entered as
YYMMDD.

Military Personnel Class (1A). The category into which the
service member is classified based upon their grade and
status.

Army Area and State or Country (AN). Identification of the
Army area and state or country location of an organization.
First character is Army Area, second and third characters
are state or country abbreviations for system use.

Sex (1A). The division of human beings into two groups
based on differing physiological characteristics.

Last Type Transaction (4AN). The last transaction type to
successfully update an active master record. May be less
than four characters, but must be left-justified.

Date of Last Type Transaction (6N). Date of last transaction mnemonic processed to the automated record.

Transaction Name, Last (5A). The first five characters of the last name of the individual's record being changed by the transaction. May be less than five characters but must always be started in the left-most position of the data field. It is an element of the control data used in all personnel transactions and is used in the data chain "Control Data-Personnel Transaction".

Originator Code (3AN). A unique code to identify each data originator submitting data to the system. Codes are developed and assigned by each SIDPERS Interface Branch (SIB).

Control Number (8AN). A unique number which is automatically assigned to each transaction. It provides a means of controlling all input transactions throughout the processing cycle until the files are updated or an output report is created. Rejected transactions are suspended using this number. Position 1 is the second position of the year (YY) in "Date of Transaction Processing" (1N). Positions 2 and 3 are month and day of assigning control number (2AN). Positions 4 through 8 are a sequential number assigned to each transaction (5AN).

Transaction Code (2AN). Used in reports for the Department of Defense (DOD). It identifies the type of gains, transfers, losses, reenlistments, and changes in status (i.e., to and from ARNG/ING).

Pay Grade (2AN). A generated data element which identifies individuals by the rate of pay to which they are entitled.

Grade Abbreviation and Code (4AN). A rating in a graduated progression of ratings in an armed service. The abbreviation and code in which the individual is now serving or has served.

Effective Date of Grade (6N). The effective date of a service member's current military grade. Entered as YYMMDD.

Date of Rank-Reserve (6N). The date that establishes the relative seniority of an individual among others who possess the same reserve grade in a United States Army Reserve component. The date is reported for promotion, reduction, appointment/enlistment, or after a break in service or adjustment for time in Inactive National Guard (ING). Entered as YYMMDD.

Grade Change Waiver (2AN). The circumstances or conditions waived to allow an advancement/promotion of a service member.

Grade How Acquired Code (1A). The rationale for a service member's change in grade.

Previous Unit Processing Code (5AN). The Unit Processing Code of the unit to which a service member was previously assigned. This is the Unit Identification Code minus the first character "W".

Current Unit Processing Code (5AN). The Unit Processing Code which identifies an individual's present permanent organization assignment. (This code is the Unit Identification Code minus the first character "W". Alphabetic characters I and O in lower-case cannot be used in the first two or the fifth position of the UPC.)

Position Number Excess Individual (4AN). A code that identifies service members not assigned to fill an authorized position vacancy in their unit, and who are being carried as excess to the requirements of the duty position to which assigned.

Duty Position (9AN). Identification of skills and job requirements in which a service member is actually performing.

Duty Position Qualification (1AN). The commander's evaluation of the individual's ability to perform the duties of the position assigned or the duties to which assigned as excess.

Assignment/Loss Reason (2AN). The type of assignment reason for gains, or the reason for reassignment, separation or discharge. Used upon gain or loss to current state.

Date Assigned/Loss Reason (2AN). The effective date of the change of strength accountability upon gain or loss to a current organization.

Current Organization Identification (1A). Identifies the military organization to which an individual is currently assigned.

Authorized Line Designator (3AN). The sequence number which identifies a unique position within each paragraph on an authorization document (MTOE/TDA). It identifies the

complete designation of any line within the documents and
the specific position each service member fills.

Authorized Paragraph Designator (4AN). The sequence number
which identifies a unique section on an authorization
document. A subdivision of a unit authorization document
(MTOE/TDA). It identifies a specific subelement of a unit.

Name, Individual (27A). Identifies a specific human being
through a combination of words or sounds. Must be left-
justified and have only alpha characters.

SSN QUERY SCREEN 2
COMMON DATA FOR ALL PERSONNEL

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+----------------------------------------------------------------------+
|                    SIDPERS   -   ARNG                                 |
|                    SSN QUERY SCREEN 2                                 |
|               COMMON DATA FOR ALL PERSONNEL                           |
|                                                                      |
|                                                                      |
|   ATCH-CODE              :        PEBD                  :            |
|   TYPE-ATCH              :        ADD-WH-TAX            :            |
|   UPC-ATCH               :        START-DT-DTY-DEERS   :            |
|   EFF-DATE-OF-ATCH       :        END-DT-DTY-DEERS     :            |
|   EXPN-DATE-ATCH         :        ST-TAX-CODE          :            |
|   PREV-MPC-CURR-PROC     :        NBR-EXEM             :            |
|   PREV-ORG-ID-CURR-PROC  :        SGLI-ELEC            :            |
|   PROC-PROG-CURR-PROC    :        CURR-AERO-RT         :            |
|   DATE-CURR-PROC         :        IPAY-NBR-ONE         :            |
|   PREV-MPC-INIT-PROC     :        DATE-IPAY-NBR-ONE    :            |
|   PREV-ORG-ID-INIT-PROC  :        IPAY-NBR-TWO         :            |
|   PROC-PROG-INIT-PROC    :        DATE-IPAY-NBR-TWO    :            |
|   DATE-INIT-PROC         :        TNG-PAY-RET-CAT      :            |
|   EXPN-RDY-RES-OBLG-DATE :        BENEF-WVR-STAT-CODE  :            |
|   EXPN-STAT-MIL-OBLG-DATE:        DAYS-WVD             :            |
|                                                                      |
|                                                                      |
+----------------------------------------------------------------------+
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Attachment Code (1AN). The basis for a service member
performing duty in an attached status with a unit other than
the assigned unit.

Type Attachment (2N). The status of the service member
relative to attachment.

Unit Processing Code of Attachment (5AN). The Unit
Processing Code of the organization to which an individual
is temporarily authorized to perform duty and/or for
administrative support.

Effective Date of Attachment (6N). The effective date on
which an individual was attached to a unit. Entered as
YYMMDD.

Expiration Date of Attachment (6N). The date on which the
individual's attachment to another unit or organization will
expire. Entered as YYMMDD.

Previous Military Personnel Class Current Procurement (4AN).
The first character in a data chain consisting of an
individual's current procurement status. (Includes those

personnel who have changed their Military Personnel Class.)
This data element is comprised of a data chain consisting of
"Previous Military Personnel Class", Previous Organization
Identification," and "Procurement Program". For example, a
current ARNG member with prior service as an enlisted member
of the IRR Reinforcement Control Group during his last
service before enlistment in the ARNG and was enlisted in
the ARNG under the "Try One" program, see below:

1. Previous Military Personnel - Enlisted = Code E

2. Previous Organization Identification = USAR Control
    Group (Reinforcement) = Code R

3. Procurement Program - "Try One" = Code BI

4. Current Procurement Code = ERBI

Previous Originator - ID Current Procurement (4AN). The
second character in a data chain consisting of an
individual's current procurement status. (Includes those
personnel who have changed their Military Personnel Class).
This data element is comprised of a data chain consisting of
"Previous Military Personnel Class", "Previous Organization
Identification", and "Procurement Program". For example, a
current ARNG member with prior service as an enlisted member
of the IRR Reinforcement Control Group during his last
service before enlistment in the ARNG and was enlisted in
the ARNG under the "Try One" program, see below:

1. Previous Military Personnel - Enlisted = Code E

2. Previous Organization Identification = USAR Control
    Group (Reinforcement) = Code R

3. Procurement Program - "Try One" = Code BI

4. Current Procurement Code = ERBI

Procurement Program Current Procurement (4AN). The third
and fourth characters in a data chain consisting of an
individual's current procurement status. (Includes those
personnel who have changed their Military Personnel Class.)
This data element is comprised of a data chain consisting of
"Previous Military Personnel Class", "Previous Organization
Identification", and "Procurement Program". For example, a
current ARNG member with prior service as an enlisted member
of the IRR Reinforcement Control Group during his/her last
service before enlistment in the ARNG and was enlisted in
the ARNG under the "Try One" program, see below:

1. Previous Military Personnel - Enlisted = Code E

2. Previous Organization Identification = USAR Control
    Group (Reinforcement) = Code R

3. Procurement Program - "Try One" = Code BI

4. Current Procurement Code = ERBI

Date of Current Procurement (6N). The most current contract
date on which a service member with prior service was
enlisted/commissioned or appointed into the Army National
Guard.

Previous Military Personnel Initial Procurement (4AN).
Previous MPC Initial Procurement is comprised of the first
character of the current Procurement data chain. (A data
chain consisting of an individual's initial procurement
status and the date the service member was first accessed
into any U.S. military service branch.) This data chain is
comprised of the data elements "Military Personnel Class",
"Previous Organization Identification", and "Procurement
Program", in that sequence. The data codes and meanings are
found in the individual data element. For example, a
current ARNG service member, with initial prior service as
an enlisted person in the active Army, would be coded as
follows:

1. Military Personnel Class (Enlisted in Active
    Army) = E

2. Previous Organization Identification (Active
    Component, U.S. Army) = D

3. Procurement Program (Regular Component) = AE

Therefore, Initial Procurement Code = EDAE

Previous Originator - ID Initial Procurement (4AN).
Previous ORGID Initial Procurement is comprised of the
second character of the current Procurement data chain. (A
data chain consisting of an individual's initial procurement
status and the date the service member was first accessed
into any U.S. military service.) This data chain is
comprised of the data elements "Military Personnel Class",
"Previous Organization Identification", and "Procurement
Program", in that sequence. The data codes and meanings are
found in the individual data element. For example, a
current ARNG service member, with initial prior service as
an enlisted person in the active Army, would be coded as
follows:

1. Military Personnel Class (Enlisted in Active Army) = E

2. Previous Organization Identification (Active Component, U.S. Army) = D

3. Procurement Program (Regular Component) = AE

Therefore, Initial Procurement Code = EDAE

Procurement Program Initial Procurement (4AN). Procurement Program Initial Procurement is comprised of the third and fourth character of the Procurement data chain. (A data chain consisting of an individual's initial procurement status and the date the service member was first accessed into any U.S. military service.) This data chain is comprised of the data elements "Military Personnel Class", "Previous Organization Identification", and "Procurement Program", in that sequence. The data codes and meanings are found in the individual data element. A current ARNG service member, with initial prior service as an enlisted person in the active Army, would be coded as follows:

1. Military Personnel Class (Enlisted in Active Army) = E

2. Previous Organization Identification (Active Component, U.S. Army) = D

3. Procurement Program (Regular Component) = AE

Therefore, Initial Procurement Code = EDAE

Date of Initial Procurement (6N). The date an individual was first appointed, enlisted, or inducted into any uniformed service of the U.S. (active or reserve component). This date is fixed and is not adjusted for breaks in service. Entered as YYMMDD.

Expiration Ready Reserve Obligation Date (6N). A date which indicates that part of the statutory and/or contractual obligation that a member is required to remain in the Ready Reserve (participation requirement). Entered as YYMMDD. For further reference, see AR 135-91.

Expiration Statutory Military Obligation Date (6N). A date to indicate the expiration of the period a service member is required by statue. Entered as YYMMDD.

<u>Pay Entry Basic Date (6N)</u>. The constructive date that establishes the beginning of an individual's creditable service for pay purposes. Entered as YYMMDD.

<u>Additional Withholding Tax (3N)</u>. Dollar amount to be withheld for Federal income tax in addition to the amount that would be withheld, based upon member's earnings, marital status, and tax exemptions. Allows an individual to increase the normal withholding amounts, when through other employment or income, an individual might owe a significant amount at tax return filing time or might otherwise have to make quarterly estimated payments. Must be in whole dollar amounts. 999 indicates money earned withheld. Applies to both officer and enlisted personnel.

<u>Start Date of Duty for Defense Enrollment Eligibility Reporting System Eligibility (6N)</u>. The date on which the member will begin duty for 31 consecutive days to qualify for eligibility in the Defense Enrollment Eligibility Reporting System (DEERS).

<u>End Date of Duty for Defense Enrollment Eligibility Reporting System Eligibility (6N)</u>. The date on which the member will have terminated duty held for 31 or more consecutive days, thereby ending eligibility for the Defense Enrollment Eligibility Reporting System (DEERS).

<u>State Tax Code (2A)</u>. The State taxing authority designated to receive a copy of an individual's Internal Revenue Service (IRS) Form W2, Wage and Tax Statement.

<u>Number of Exemptions (3AN)</u>. Identifies the number of exemptions designated by the service member to be used in the computation of Federal Income Tax Withholding.

<u>Servicemen's Group Life Insurance Election (1N)</u>. The amount of money, in thousands of dollars, of insurance protection optionally selected by a member under the Servicemen's Group Life Insurance (SGLI) program. (Identifies the type and amount of SGLI coverage elected by the service member.)

<u>Current Aeronautical Rating (1AN)</u>. Identifies an individual's crew position for the rating received.

<u>Incentive Pay Indicator Number One (1AN)</u>. The first incentive pay entitlement over and above basic pay for the performance of hazardous duty under competent orders. "Number One" in data element title does not indicate a priority of preference. It is used only as a means of identification on the database. When more than one

incentive pay is authorized, use "Incentive Pay Indicator Number Two" to record the additional one.

Date Incentive Pay Indicator Number One (6N). The effective date of entitlement to Incentive Pay Number One.

Incentive Pay Indicator Number Two (6AN). The second incentive pay entitlement over and above basic pay for the performance of hazardous duty under competent order. Used only when an individual is already receiving an incentive pay recorded under "Number One". The "Number Two" in the data element title does not indicate a priority or preference. It is used only as a means of identification on the database.

Date Incentive Pay Indicator Number Two (6N). The effective date of entitlement to Incentive Pay Number Two.

Training/Pay/Retired Category (1A). A data element generated from data elements "Training Status" and "Record Status". At the Field Operating Level (FOL), it is passed to the Military Pay Section (MPS). Also generated at the Headquarters Operating Level (HOL) for use in reports to Department of Defense (DOD). It provides for: (a) establishing criteria for training of the Reserve components, (b) designating uniform training/pay categories for Ready Reserve and Standby Reserve of the Armed Forces, and (c) identifying service members for pay purposes.

Benefit Status Waiver Code (1N). Identifies those individuals receiving Veterans' Administration compensation and identifies whether pay or compensation is waived. Members receiving Veterans' Administration (disability) benefits will waive 63 days pay for 48 drills and 15 days annual training.

Days Waived (3N). The number of days during a fiscal year a service member waived veterans administrative disability benefit or other pay. (The number of IDT, ADT, ADSW, AT, Retired Military pay, or VA benefit days, relates to "Benefit Status Waiver Code".)

SSN QUERY SCREEN 3
COMMON DATA FOR ALL PERSONNEL

```
                    SIDPERS    -    ARNG
                   SSN QUERY SCREEN 3
               COMMON DATA FOR ALL PERSONNEL


    CURR-INC-TERM-STAT      :         STREET ADDR           :
    DATE-INC-TERM-STAT      :
    SP-PAY                  :         ADDR-CITY             :
    TNG-STAT                :
    DATE-TNG-STAT           :         STATES-OF-US          :
    CIV-EDUC-LEVEL          :         ZIP                   :
    MAJ-SUBJ-COL-EDUC       :
    TYPE-ROTC-PROG          :         STREET-ADDR-FGN       :
    ROTC-ARM-FORCES         :
    ROTC-YRS-COMP           :         ADDR-CITY-FGN         :
    FIRST-LANG-IDENT        :
    DOB                     :         CNTRY-RES-CURR        :
    RACE-POP-GRP            :         MAIL-APO-FPO-IDENT    :
    ETH-GRP                 :
    REL-DENOM               :         MARTL-STAT            :
```

Current Incentive/Termination Status (1A). Identifies the individual status for a Selected Reserve Incentive Program (SRIP) Entitlement.

Date of Incentive/Termination Status (6N). Date an enlisted member of the Ready Reserve enlists/reenlists/affiliates/ extends or is terminated in a Ready Reserve Incentive Program. Entered as YYMMDD.

Special Pay (2N). The pay entitlement over and above basic pay awarded to service members for continued service in certain designated skills within the armed service.

Training Status (1AN). Identifies the Initial Entry Training (IET) status of the service member.

Date of Training Status (6N). The date an individual's initial entry training status is effective. Entered as YYMMDD.

Civilian Education Level (1AN). The highest level of formal non-military education an individual has completed.

<u>Major Subject of College Education (3AN)</u>. To identify the major field of study pertaining to the highest civilian education completed by an individual.

<u>Type Reserve Officer Training Corps Program (1AN)</u>. Identifies the type of Reserve Officer Training Corps program in which a service member is enrolled.

<u>Reserve Officer Training Corps Armed Forces (1AN)</u>. The branch of service in which an individual has been affiliated for Reserve Officer Training Corps (ROTC) training .

<u>Reserve Officers Training Corps - Years Completed (1AN)</u>. Identifies the total number of years of ROTC training completed by the service member.

<u>First Language Identity (2AN)</u>. The system of verbal and/or sign communication in general use among members of a culture with any system or writing used to represent that system of communication.

<u>Date of Birth (6N)</u>. The calendar date on which an individual was born. Entered as YYMMDD.

<u>Race/Population Group (1A)</u>. A division of the human population having descent or origin in particular peoples or racial groups.

<u>Ethnic Group (1AN)</u>. Segments of the population that possess common characteristics and a cultural heritage significantly different from that of the general U.S. population and closely identifies with that cultural heritage.

<u>Religious Denomination (2AN)</u>. The name of a sect or group of service members having similar theological beliefs.

<u>Street Address (29AN)</u>. The number of an edifice, with the name of the street, avenue, boulevard, etc., (or other identification such as Post Office Box, Number, Post Office Station, Rural Route, etc.), designated by an individual for receipt of mail. Must be left-justified.

<u>Address City (17AN)</u>. The name of a populated place designated by an individual for the receipt of mail.

<u>States of the United States (2AN)</u>. The first level geopolitical entity division of the United States of America. (Includes the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.)

<u>Zip Code (5N)</u>. The U.S. Postal ZIP Code of the area
designated by an individual for the receipt of mail or where
a unit is located.

<u>Street Address Foreign (48AN)</u>. Identifies the foreign
address an individual has designated for receipt of mail. A
data chain consisting of "Street Address", "Address City",
"Country of Residence", or "Mail - APO/FPO Identification",
in that sequence.

<u>Address City Foreign (48AN)</u>. Identifies the foreign address
an individual has designated for receipt of mail. A data
chain consisting of "Street Address", "Address City",
"Country of Residence", or "Mail - APO/FPO Identification",
in that sequence.

<u>Country of Residence, Current (2A)</u>. The country, other than
the United States, designated by an individual for the
receipt of mail.

<u>Mail APO/FPO Identification (14AN)</u>. Identifies a DOD
designated Gateway Post Office. (Used for overseas Military
mail.)

<u>Marital Status (1A)</u>. The legal status of an individual as
it relates to marriage.

SSN QUERY SCREEN 4
COMMON DATA FOR ALL PERSONNEL

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+----------------------------------------------------------------------+
|                                                                      |
|                         SIDPERS    -    ARNG                          |
|                       SSN QUERY SCREEN 4                              |
|                  COMMON DATA FOR ALL PERSONNEL                        |
|                                                                      |
|                                                                      |
|   DEPN-NBR              :        DATE-QUAL-SET-RET    :               |
|   NBR-MO-ACT-FED-SVC    :        ACT-STAT-PROG        :               |
|   BREAK-MIL-STAT        :        TECH-SSVC-CODE       :               |
|   DATE-INIT-ENT-RC      :        CIV-GR               :               |
|   CIV-EMPL              :        RES-CAT              :               |
|   CIV-OCC               :        SCTY-INVES-STAT      :               |
|   RET-WVR               :        SCTY-CLNC            :               |
|   DATE-END-EVAL-PD      :        DATE-SCTY-CLNC       :               |
|   PREV-REC-STAT         :        CTZSP-STAT-US-ORGN   :               |
|   DATE-PREV-REC-STAT    :        YR-MO-LAST-PHYS-EX   :               |
|   PRIV-ACT-DSP-RCD      :        PHYS-PRFL-SER        :               |
|   LOC-DATA-PERS         :        WGT-IND              :               |
|                                  HGT-IND              :               |
|   QUAL-SEL-RET-IDENT    :        PHYS-CAT             :      .        |
|                                                                      |
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Dependents, Number of (1N). The number of persons for whom
the sponsor (normally the head of the household) provides
support in accordance with the provisions of DOD military
Pay and Allowance Entitlement Manual.

Number of Months of Active Federal Service (3N). The
cumulative period of full-time active duty, expressed in
months (30 day increments) which is creditable to a member.
The legal range of values is 000 - 420.

Break in Military Status (1A). The period of time for which
an individual with prior military service has had no
military status during the period immediately prior to
current status.

Date of Initial Entry into a Reserve Component (6N). The
date an individual's first acquisition to reserve component
strength. (The initial date will never be adjusted unless
necessary to change an erroneous entry.) Entered as YYMMDD.

Civilian Employer (1AN). A code to indicate individual's
current, full-time employer. Must be blank for ARNG
personnel.

Civilian Occupation (3N). The general category into which jobs are classified according to the type of work performed. Not to be left blank.

Retention Waiver (2AN). Identifies circumstance or condition the Government has elected to waive to allow a service member to be retained.

Date of End of Evaluation Period (6N). The date marking the close of a period of time in which a service member's performance and potential are being assessed. Entered as YYMMDD. This is the closing date of the last OER/EER.

Previous Record Status (1AN). Identifies the status of an individual's automated personnel records prior to his/her current status. May be generated.

Date of Previous Record Status (6N). Date of previous status of an individual's automated personnel records. Entered as YYMMDD.

Privacy Act Disputed Record (1A). Indicates that the individual has submitted a statement of disagreement after the Department of the Army (DA) Privacy Review Board decision not to amend his/her SIDPERS personnel record.

Local Data - Personnel (30AN). A data field used to record information of significance to the environment being served by SIDPERS-ARNG which is not otherwise available in a standard data field. Broken into two parts; for state level (FOL - LDP) and for entering information directed from NGB (HOL - LDPA) to the state level.

Qualitative/Selective Retention Identifier (1A). Identifies the service member's status as relating to qualitative and Selective Retention Board decision.

Date of Qualitative/Selective Retention Identifier (6N). The date on which the Qualitative/Selective Retention Board's recommendations concerning the service member are approved by a convening authority. Entered as YYMMDD.

Active Status Program (1AN). Identifies programs of active status that service members are ordered to attend, accomplish or perform. Defines the purpose of the full-time status of an individual.

Technician/Selective Service Code (1A). A code to indicate if a member of the Reserves is also employed as a technician or is assigned to a Selective Service position.

Civilian Grade (4AN). Identifies the Federal Civil Service grade of military technicians in the ARNG.

Reserve Category (1A). Used to identify the Reserve participation status of an individual.

Security Investigation Status (1A). Indicates the type of security investigation performed under the provisions of AR 381-20 and AR 380-67, and the current status of the investigation.

Security Clearance (1A). The highest level of security eligibility for access to classified defense information, granted by the departmental central clearance facility based on the scope of a valid security investigation.

Date of Security Clearance (6N). Reflects the date a security clearance was granted or the latest date of security clearance validation. Entered as YYMMDD.

Citizenship Status, United States Origin (1A). The legal (statutory) origin by which an individual acquired United States citizenship status.

Year and Month of Last Physical Examination (4N). The year and month of the last physical examination. Entered as YYMM.

Physical Profile Serial (6N). An estimate of overall agility of a service member to perform military duties by consideration of the physical and mental condition. This data chain consists of the data elements, "Physical Capacity Indicator", "Upper Extremities Capacity Indicator", "Lower Extremities Capacity Indicator", "Hearing/Ears Capacity Indicator", "Eyes/Vision Capacity Indicator", and "Psychiatric Capacity Indicator" (PULHES), in that sequence.

Weight, Individual (3N). The weight of an individual in pounds, as shown by the most recent medical examination.

Height, Individual (2N). The height of an individual, in inches, as shown by the most recent medical examination.

Physical Category (1AN). A designation to represent certain combinations of physical profile serial codes (PULHES) and the most significant duty limitations.

SSN QUERY SCREEN 5
COMMON DATA FOR ALL PERSONNEL

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                        SIDPERS   -   ARNG
                        SSN QUERY SCREEN 5
                  COMMON DATA FOR ALL PERSONNEL


    RYE-DATE              :       TNG-STAT-IADT          :
    CUM-RET-PT           :       TRANS-MNEMONIC-PROM    :
    SUR-BEN-OPT          :       DATE-TRANS-PROC-PROM   :
    SUR-BEN-ELEC-COV     :       TRANS-MNEMONIC-ING     :
    SUR-BEN-ELEC-STAT    :       DATE-TRANS-PROC-ING    :
    DATE-SBP-ELEC-STAT   :       ASG-LOSS-RSN-ING       :
    TOT-YR-SAT-SVC-RT    :       EXPN-DATE-ING          :
    TWENTY-YR-CER-STAT   :       TRANS-MNEMONIC-LOSS    :
    TRANS-MNEMONIC-GAIN  :       DATE-TRANS-PROC-LOSS   :
    DATE-TRANS-PROC-GAIN :       ASG-LOSS-RSN-LOSS      :
    ASG-LOSS-RSN-GAIN    :       CHAR-SEP               :
    TRANS-MNEMONIC-IADT  :       ASG-LOSS-RSN-SEP       :
    DATE-TRANS-PROC-IADT :
```

Retirement Year Ending Date (4N). The month and day on
which a period of service will be completed for totaling of
retirement points. Established as closing date (month and
day (MMDD)) of retirement year.

Cumulative Retirement Points (4N). The total number of
points recorded within a retirement year, creditable toward
retired pay, added to points already accumulated in this
field on the file.

Survivor Benefit Plan Option (1A). The timeframe selected
by the service member for survivor coverage to go into
effect under the Survivor Benefit Plan (SBP).

Survivor Benefit Plan Election Coverage (1A). The coverage
chosen by a service member to receive the SBP annuity upon
becoming eligible for the survivor benefit plan.

Survivor Benefit Plan Election Status (1A). Status of the
SBP election process.

Date of Survivor Benefit Plan Election Status (6N). The
date an individual signs the Survivor Benefit Plan Election
Certificate.

Total Years Satisfactory Federal Service for Retirement
(2N). The number of years of satisfactory Federal service
creditable toward Reserve retirement.

Twenty Year Certificate Status (1A). Indicates that an
individual was or was not issued notification of eligibility
for retired pay upon completion of all requirements of Title
10 USC 1331 (D) and DOD Directive 1200.15.

Transaction Mnemonic Gain (12AN). The first element of the
Gain Processing Identity data chain.

Date of Transaction Procurement Gain (12AN). The second
element of the Gain Processing Identity data chain.

Assignment/Loss Reason Gain (12AN). The third element of
the Gain Processing Identity data chain.

Transaction Mnemonic Initial Active Duty (11AN). The first
element of the Initial Active Duty Training Processing
Identity data chain.

Date of Transaction Processing Initial Active Duty (11N).
The second element of the Initial Active Duty Training
Processing Identity data chain.

Training Status Initial Active Duty (11AN). The third
element of the Initial Active Duty Training Processing
Identity data chain.

Transaction Mnemonic Promotion (10AN). The first element of
the Promotion Processing Identity data chain.

Date of Transaction Procurement Initial Active Duty (10AN).
The second element of the Promotion Processing Identity data
chain.

Transaction Mnemonic Inactive National Guard (12AN). The
first element of the Inactive National Guard Processing
Identity data chain.

Date of Transaction Procurement Inactive National Guard
(12AN). The second element of the Inactive National Guard
Processing Identity data chain.

Assignment/Loss Reason Inactive National Guard (12AN). The third element of the Inactive National Guard Processing Identity data chain.

Expiration Date Inactive National Guard (6N). The date a service member's period of service in the Inactive National Guard terminates. Entered as YYMMDD.

Transaction Mnemonic Loss (12AN). The first element of the Loss Processing Identity data chain.

Date of Transaction Procurement Loss (12AN). The second element of the Loss Processing Identity data chain.

Assignment Loss Reason Loss (12AN). The third element of the Loss Processing Identity data chain.

Character of Separation (1A). Descriptive evaluations of an Armed Forces member's conduct and performance of duties during a specified period of military service.

Assignment/Loss Reason Separation (2AN). The type of assignment reason for gains, or reason for reassignment, separation or discharge. Used upon gain or loss to current state.

SSN QUERY SCREEN 6
COMMON DATA FOR ALL PERSONNEL

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                          SIDPERS   -   ARNG
                        SSN QUERY SCREEN 6
                   COMMON DATA FOR ALL PERSONNEL


   MGIB-ELIG-STAT-RC          :        APFT-RESULT            :
   MGIB-RECOUP-STAT-RC        :        APFT-SCORE             :
   MGIB-ELIG-START-DATE-RC    :        YYMM-APFT-ADMIN        :
   MGIB-ELIG-STOP-DATE-RC     :        PREV-APFT-RESULT       :
   MO-OBLG-SVC-REMAIN-RC      :        PREV-APFT-SCORE        :
   DATE-EXEC-6YR-OBLIG-RC     :        YYMM-PREV-APFT-ADMIN   :
   MGIB-ENRL-STAT-AD          :        RSN-INELIG-APFT        :
   DATE-DECLR-MGIB-ENTL-AD    :
   ACF-MGIB-INCR-BAS-BEN-AD   :
   MGIB-MON-SRL-ALOW-AMT-AD   :
   BAQ-DEP-TYPE               :
   BAQ-DOB-PD                 :
   BAQ-STAT                   :
   BAQ-EFF-DATE               :
```

Montgomery G.I. Bill Eligibility Status - Reserve Component
(1AN). The Selected Reservist's qualification indicator for
benefits under the Montgomery G.I. Bill (Title 10, USC,
Chapter 106).

Montgomery G.I. Bill Benefit Recoupment Status - Reserve
Component (1N). The Selected Reservist's recovery status of
benefits paid at the termination of eligibility for
Montgomery G.I. Bill (Title 10, USC, Chapter 106).

Montgomery G.I. Bill Eligibility Start Date - Reserve
Component (6N). The date which marks the beginning of the
time period during which a Selected Reservist is eligible
for benefits under the Montgomery G.I. Bill. This date also
establishes the 10-year eligibility window. Entered as
YYMMDD.

Montgomery G.I. Bill Eligibility Stop Date - Reserve
Component (6N). The date which marks the end of the time
period during which a Selected Reservist was eligible for
benefits under the Montgomery G.I. Bill. Entered as YYMMDD.

Months of Obligated Service Remaining - Reserve Component
(3N). The number of months of obligated service that a
Selected Reservist has remaining at the termination of
eligibility for Montgomery G.I. Bill (Title 10, USC, Chapter
106) benefits.

Date of Execution of a 6 Year Service Obligation - Reserve
Component (6N). The date on which an individual agrees to
serve for a period of not less than 6 years in the Selected
Reserve, in addition to any other period of obligated
service, to qualify for Montgomery G.I. Bill benefits.
Entered as YYMMDD.

Montgomery G.I. Bill Enrollment Status - Active Duty (1AN).
Indicates whether or not the service member has enrolled in
the Active Duty Montgomery G.I. Bill.

Date Declare Montgomery G.I. Bill Entitlement - Active Duty
(6AN). The date a service member accepts entitlements under
the Active Duty Montgomery G.I. Bill.   Entered as YYMMDD.

Army College Fund - Montgomery G.I. Bill Increase of Basic
Benefit - Active Duty (1AN). The dollar amount that a
qualified candidate is entitled to receive over and above
the basic amount received under the Active Duty Montgomery
G.I. Bill.

Montgomery G.I. Bill Monthly Supplemental Allowance - Active
Duty (1AN). The dollar amount of monthly supplemental
benefits a member is entitled to under the Active Duty
Montgomery G.I. Bill.

BAQ Dependent Type (1AN). Enter member's dependent type for
which Basic Allowance for Quarters is provided.

        EXAMPLE: A   (Spouse)

BAQ Date of Birth of Primary Dependent (6N). Enter date of
birth of youngest child. Entry is required if BAQ dependent
type is other than A, B, I, O, or W. Must be numeric.
Entered as YYMMDD.

        EXAMPLE: 900101   (1990 January 1)

BAQ Status (1N). Enter member's BAQ eligibility status.
Must be numeric.

        EXAMPLE: 0   (No dependents)

BAQ Effective Date (6N). This field identifies the date BAQ status was certified. Entry is required if other than zero. Must be numeric. Entered as YYMMDD.

Army Physical Fitness Test Results (1A). The category into which an individual is placed in relation to completion of the Army Physical Fitness Test.

Army Physical Fitness Test Score (3N). The composite score attained by the examinee on the Army Physical Fitness Test.

Year-Month Army Physical Fitness Test Administered (4N). The year and month an individual most recently took the Army Physical Fitness Test. Entered as YYMM.

Previous Army Physical Fitness Test Results (1A). The previous category into which an individual was placed in relation to completion of the APFT.

Previous Army Physical Fitness Test Score (3N). The previous composite score attained by the examinee on the Army Physical Fitness Test.

Year-Month Previous Army Physical Fitness Test Administered (4N). The year and month the individual previously took the Army Physical Fitness Test. Entered as YYMM.

Reason for Ineligibility for Army Physical Fitness Testing (1A). The basis for an individual not being administered the Army Physical Fitness Test.

SSN QUERY SCREEN 7
UNIQUE DATA FOR ENLISTED

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                         SIDPERS   -   ARNG
                       SSN QUERY SCREEN 7
                      UNIQUE DATA FOR ENLISTED


   ETS-DATE                    :      TRANS-MNEMONIC-REENL  :
   SRC-ORIG-ENLSTMT-INDCTN     :      DATE-TRANS-PROC-REENL :
   ENLSTMNT-OPT-PD             :      ASG-LOSS-RSN-REENL    :
   TERM-ENL-RES                :      ENLSTMT-WVR-COND-1    :
   NBR-EXT-ENL                 :      ENLSTMT-WVR-COND-2    :
   CUM-MOS-EXT                 :      ENLSTMT-WVR-COND-3    :
   MO-CURR-EXT                 :      PMOSD-ENLD            :
   TRANS-MNEMONIC-EXT          :      ASI-PMOSD-ENLD        :
   DATE-TRANS-PROC-EXT         :      PMOSD-ENLD-BASIS-ACQ  :
   DATE-CURR-SVC-AGREE         :      SMOSD-ENLD            :
```

Expiration Term of Service Date (6N). The expiration term
of service date for the latest period of service the
individual incurred through statutory or contractual
provisions. Entered as YYMMDD.

Source of Original Enlistment/Induction (1N). The source of
an individual's initial (first) enlistment/induction into
any branch of the armed forces.

Enlistment Option Period (1N). The period of service the
service member has chosen to serve in the Selected Reserve
and in the Inactive Reserve.

Term of Enlistment Reserve (3N). The number of months of a
service member's current enlistment, including all
extensions.

Number of Extensions of Enlistment (1N). The number of
extensions associated with an individual's current
enlistment.

Cumulative Months of Extension (3N). The total number of
months of all extensions beyond expiration of the most

recent period of enlistment shown on DD Form 4. Legal range
of values is 000 - 438.

<u>Months of Current Extension (3N)</u>. Depicts the number of
months associated with the current extension of a service
member's current period of enlistment.

<u>Transaction Mnemonic Extension (10AN)</u>. The first element of
the Extension Processing Identity data chain.

<u>Date of Transaction Procurement Extension (10AN)</u>. The
second element of the Extension Processing Identity data
chain.

<u>Date of Current Service Agreement (6N)</u>. The date that
established the beginning of a service member's current
service agreement, to include enlistment, extension, or
reenlistment. Entered as YYMMDD.

<u>Transaction Mnemonic Reenlistment (12AN)</u>. The first element
of the Reenlistment Processing Identity data chain.

<u>Date of Transaction Procurement Reenlistment (12AN)</u>. The
second element of the Reenlistment Processing Identity data
chain.

<u>Assignment Loss/Reason Reenlistment (12AN)</u>. The third
element of the Reenlistment Processing Identity data chain.

<u>Enlistment Waiver Condition - 1 (2AN)</u>. Designation of the
specific conditions set aside to permit an otherwise
prohibited enlistment into military service.

<u>Enlistment Waiver Condition - 2 (2AN)</u>. The next designation
of the specific conditions set aside to permit an otherwise
prohibited enlistment into military service.

<u>Enlistment Waiver Condition - 3 (2AN)</u>. The next designation
of the specific conditions set aside to permit an otherwise
prohibited enlistment into military service.

<u>Primary Military Occupational Specialty Designator -
Enlisted (5AN)</u>. The Military Occupational Specialty
Designator of an enlisted member which is of first
significance to the Army in terms of training, experience,
demonstrated qualifications, and Army needs.

<u>Additional Skill Identifier - Primary Military Occupational
Specialty Designator - Enlisted (2AN)</u>. The identification
of the specialized skill which is directly related to the
enlisted Primary Military Occupational Specialty.

Primary Military Occupational Specialty Designator -
Enlisted - Basis for Acquiring (1A). The basis on which a
service member acquires a Primary Military Occupational
Specialty Designator - Enlisted.

Secondary Military Occupational Specialty Designator -
Enlisted (5AN). Identifies a Military Occupational
Specialty Designator of a service member which is next in
significance to the Primary Military Occupational Specialty
Designator - Enlisted.

SSN QUERY SCREEN 8
UNIQUE DATA FOR ENLISTED

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                    S I D P E R S - A R N G
                      SSN QUERY SCREEN 8
                  UNIQUE DATA FOR ENLISTED

    ASI-SMOSD-ENLD       :        ENLSTMT-REENL-BONUS-ENTL :
    AMOSD-ENLD           :        ENLSTMT-REENL-BONUS-AUTH :
    ASI-AMOSD-ENLD       :        DATE-ENLSTMT-REENL-BONUS :
    AFQT-PCTL            :        ENLSTMT-REENL-BONUS-MOS  :
    AFQT-SCORE-GPS       :        NBR-ENLSTMT-REENL-BONUS  :
    NCO-EDUC             :        PRO-PAY-STAT             :
    NCO-EDUC-ENRLD       :        PRO-PAY-DATE             :
```

Additional Skill Identifier - Secondary Military
Occupational Speciality Designator - Enlisted (2AN). The
identification of the specialized skill which is directly
related to an enlisted member's Secondary Military
Occupational Specialty.

Additional Military Occupational Specialty Designator -
Enlisted (5AN). Designates Military Occupational Specialty
skills in addition to the Primary and Secondary Military
Occupational Specialty Designators, in which an enlisted
member is qualified to perform all duties associated with an
MOS as the result of expertise gained through formal
training or experience.

Additional Skill Identifier - Additional Military
Occupational Speciality Designator - Enlisted (2AN). The
identification of the specialized skill which is directly
related to an enlisted member's Additional Military
Occupational Specialty.

Armed Forces Qualification Test Percentile Score (3N). The
percentile score attained by an examinee on the Armed Forces
Qualification Test. If an AFQT score is not available, it
will be entered as 000 (may not be blank).

Armed Forces Qualification Test Score Groups (1AN).
Aggregations of percentile test scores attained by service
members on the Armed Forces Qualification Test.

NCO Education (1AN). Identifies the highest level of
professional military education an enlisted service member
has completed.

NCO Education Enrolled (1AN). The level of non-commissioned officer professional education in which the service member is currently enrolled.

Enlistment/Reenlistment Bonus - Reserve - Entitlement (1A). Identifies the type of incentive program to which a service member is entitled to for the current period of enlistment, reenlistment, or extension.

Enlistment/Reenlistment Bonus - Reserve - Entitlement Authorization (1A). Identifies the individual's current status in the Student Loan Repayment Program (SLRP).

Date of Enlistment/Reenlistment Bonus - Reserve (6N). The date of entitlement to enlistment, reenlistment, or extension for all personnel certified as eligible for appropriate bonus. Entered as YYMMDD.

Enlistment/Reenlistment Bonus Military Occupational Specialty (3AN). Identifies the Military Occupational Specialty for which an individual receives a bonus.

Number of Enlistment/Reenlistment Bonus Payments (1AN). Indicates the number of bonus payments made to a service member after the initial payment.

Proficiency Pay Status (1AN). The determination/entitlement for a monetary incentive based on a 30-day month. Paid to enlisted personnel who qualify for and serve in a designated Special Duty Assignment Pay category.

Proficiency Pay Date (6N). The date a service member is entitled to receive proficiency pay indicated in the "PPS" field. Entered as YYMMDD.

SSN QUERY SCREEN 9
UNIQUE DATA FOR WARRANT

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                        SIDPERS    -    ARNG
                       SSN QUERY SCREEN 9
                     UNIQUE DATA FOR WARRANT


     SRC-CMSN-WRNT          :         CMD-STA                :
     MAND-REM-RSN           :         HI-MIL-COL-CR-COMPL    :
     DATE-MAND-REM          :         BR-SCH-ENRLD           :
     DATE-PROJ-PROM-ELIG    :         BR-SCH-COMPL           :
     APT-WVR-COND-1         :         CRS-LEVEL-ENRLD        :
     APT-WVR-COND-2         :         PMOSD-WO               :
     APT-WVR-COND-3         :         ASI-PMOSD-WO           :
     APT-WVR-COND-4         :         AMOSD-WO               :
     CMSND-WO-SVC-DATE      :         ASI-AMOSD-WO           :
     AVN-SVC-ENTRY-DATE     :         TFOS-DATE-WO           :
```

Source Commission/Warrant (1AN). Identifies the original
source of an officer's commission/warrant appointment.

Mandatory Removal Reason (1A). Identifies the condition
under which a service member is being retained past date of
mandatory removal.

Date of Mandatory Removal (6N). The date when an individual
must be removed from an active status. Entered as YYMMDD.

Date of Projected Promotion Eligibility (6N). The date an
officer/warrant officer becomes eligible for consideration
for promotion to next higher grade. Entered as YYMMDD.

Appointment Waiver Condition - 1 (2AN). Identifies
circumstance or condition the Government has elected to
waive to allow a service member to be commissioned or
appointed.

Appointment Waiver Condition - 2 (2AN). Identifies the next
circumstance or condition the Government has elected to
waive to allow a service member to be commissioned or
appointed.

Appointment Waiver Condition - 3 (2AN). Identifies the next circumstance or condition the Government has elected to waive to allow a service member to be commissioned or appointed.

Appointment Waiver Condition - 4 (2AN). Identifies the next circumstance or condition the Government has elected to waive to allow a service member to be commissioned or appointed.

Commissioned/Warrant Officer Service Date (6N). Date on which an individual's initial or constructive commissioned/warrant officer service began. Date reflects the earliest of the following conditions: (1) date based on constructive service credit award for civilian education and experience, (2) date of initial appointment, or (3) adjusted date based upon breaks in commissioned/warrant officer service. Entered as YYMMDD.

Aviation Service Entry Date (6N). Date used to determine aviation career incentive pay entitlement amount. The initial date a commissioned officer was placed in flying status as a student officer at the flight training facility, or the date of appointment as a warrant officer upon completion of flight training. If the individual was a warrant officer upon entry into flight school, the date is computed in the same manner as for a commissioned officer. Once established, time credited toward aviation service runs without interruption (AR 600-105). Entered as YYMMDD.

Command Status (1N). An indication of the status of a service member relative to assignment as commander of a unit. Identifies those officers and warrant officers who have been assigned command of an Army National Guard unit.

Highest Military College/Course Completed (2AN). Indicates the highest military college or course an officer has completed.

Branch School Enrolled (2A). The branch of the Army school in which a commissioned/warrant officer is currently enrolled.

Branch School Completed (2A). The branch of the Army school which a commissioned officer/warrant officer has completed.

Course Level Enrolled (2AN). Identifies the level of military education that an individual is presently enrolled.

Primary Military Occupational Specialty Designator - Warrant
Officer (5AN). The military occupational specialty
designator of a warrant officer which is of first
significance to the Army in terms of training, experience,
demonstrated qualifications, and Army needs.

Additional Skill Identifier - Primary Military Occupational
Specialty Designator - Warrant Officer (2AN). The
identification of the specialized skill or equipment which
is directly related to the warrant officer's Primary
Military Occupational Specialty.

Additional Military Occupational Specialty Designator -
Warrant Officer (5AN). Designates military occupational
specialty skills in addition to the Primary Military
Occupational Specialty Designator Code in which a warrant
officer is qualified to perform all duties associated with
the MOS as a result of expertise gained through formal
training or experience.

Additional Skill Identifier - Additional Military
Occupational Specialty Designator - Warrant Officer (2AN).
Identification of the specialized skill or equipment which
is directly related to the warrant officer's Additional
Military Occupational Specialty.

Total Federal Officer Service Date (6N). A date established
using the total of all periods of commissioned/warrant
officer service, Active Duty and Reserve, creditable for
basic pay. The date determines incentive pay rate for
aviators. Entered as YYMMDD.

SSN QUERY SCREEN 10
UNIQUE DATA FOR OFFICERS

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                    SIDPERS   -   ARNG
                 SSN QUERY SCREEN 10
                 UNIQUE DATA FOR OFFICERS


   PROM-CONS-CODE        :      BR-SCH-ENRLD       :
   DATE-PROM-CONS-CODE   :      BR-SCH-COMPL       :
   SRC-CMSN-WRNT         :      CRS-LEVEL-ENRLD    :
   MAND-REM-RSN          :      BASIC-BR           :
   DATE-MAND-REM         :      DTL-BR             :
   DATE-PROJ-PROM-ELIG   :      ASI-PSSI           :
   APT-WVR-COND-1        :      ASI-SSSI           :
   APT-WVR-COND-2        :      ASI-ASSI           :
   APT-WVR-COND-3        :      PSSI               :
   APT-WVR-COND-4        :      SSSI               :
   CMSND-WO-SVC-DATE     :      ASSI               :
   AVN-SVC-ENTRY-DATE    :      DSG-CON-SP         :
   CMD-STA               :      TFOS-DATE-CO       :
   HI-MIL-COL-CR-COMPL   :      PROF-MIL-EDU       :
```

Promotion Consideration Code (2A). A code that denotes the
present promotion status of a Reserve commissioned officer.

Date of Promotion Consideration (6N). The date on which a
commissioned officer most recent promotion consideration
status became effective. Entered as YYMMDD.

Source of Commission/Warrant (1AN). Identifies the original
source of an officer's commission/warrant appointment.

Mandatory Removal Reason (1AN). Identifies the condition
under which a service member is being retained past MRD.

Date of Mandatary Removal (6A). The date when an individual
must be removed from an Active Duty status. Entered as
YYMMDD.

Date of Projected Promotion Eligibility (6N). Date that an
officer/warrant officer becomes eligible for consideration
before the mandatory ROPA Board for promotion to the next
higher grade. Entered as YYMMDD.

Appointment Waiver Condition - 1 (2AN). Identifies
circumstance or condition the government has elected to waive
to allow a service member to be appointed or commissioned.

Appointment Waiver Condition - 2 (2AN). Identifies the next
circumstance or condition the government has elected to waive
to allow a service member to be appointed or commissioned.

Appointment Waiver Condition - 3 (2AN). Identifies the next
circumstance or condition the government has elected to waive
to allow a service member to be appointed or commissioned.

Appointment Waiver Condition - 4 (2AN). Identifies the next
circumstance or condition the government has elected to waive
to allow a service member to be appointed or commissioned.

Commission/Warrant Officer Service Date (6N). The date
adjusted to exclude enlisted service and breaks in service,
that established the beginning of continuous commissioned and
warrant officer service, active and inactive, creditable for
basic pay.

Aviation Service Entry Date (6N). The initial date a
commissioned officer was placed on flying status as a student
officer at the flight training facility, or the date of
appointment as a warrant officer upon completion of flight
training.

Command Status (1N). An indication of the status of a service
member relative to assignment as commander of a unit.
Identifies those officers and warrant officers who have been
assigned command of an Army National Guard unit.

Highest Military College/Course Completed (2AN). Indicates
the highest military college or course an officer has
completed.

Branch School Enrolled (2A). The branch of the Army school in
which a commissioned officer/warrant officer is currently
enrolled.

Branch School Completed (2A). The branch of the Army school
which a commissioned officer/warrant officer has completed.

Course Level Enrolled (2AN). Identifies the level of military
education that an individual is presently enrolled.

Basic Branch (2AN). The branch of the Army in which an
officer is commissioned or to which subsequently transferred
or appointed.

<u>Detail Branch (2AN)</u>. The branch of the Army in which an officer is detailed. Used to record the branch of the Army to which a commissioned/warrant officer is detailed when other than basic branch.

<u>Additional Skill Identifier - Primary Specialty Skill Identifier (2AN)</u>. The Additional Skill Identifier which is directly related to the commissioned officer's Primary Specialty Skill Identifier.

<u>Additional Skill Identifier - Secondary Specialty Skill Identifier (2AN)</u>. The Additional Skill Identifier which is directly related to the commissioned officer's Secondary Specialty Skill Identifier.

<u>Additional Skill Identifier - Additional Specialty Skill Identifier (2AN)</u>. The Additional Skill Identifier which is directly related to the commissioned officer's Additional Specialty Skill Identifier.

<u>Primary Specialty Skill Identifier (3AN)</u>. The Specialty Skill Identifier of a commissioned officer which is of first significance to the Army in terms of training, experience, demonstrated qualifications, and Army needs.

<u>Secondary Specialty Skill Identifier (3AN)</u>. The Specialty Skill Identifier of a commissioned officer which is next in significance to the Primary Specialty Skill Identifier.

<u>Additional Specialty Skill Identifier (3AN)</u>. The Specialty Skill Identifier of a commissioned officer which is next in significance to the Secondary Specialty Skill Identifier.

<u>Designated Control Specialty (2N)</u>. The organization within a career division responsible for effecting professional development and other personnel actions for the commissioned officer.

<u>Total Federal Officer Service Date (6N)</u>. A date established using the total of all periods of commissioned/warrant officer service, active and reserve, creditable for basic pay. The date determines pay rate for aviators.

<u>Professional Military Education (1N)</u>. The highest level of military education completed by an officer in residency, seminar, or correspondence.

SIDPERS-FOL END USER MANUAL

APPENDIX E

DATA ELEMENTS/INPUT TRANSACTIONS MATRICES

TABLE OF CONTENTS

<u>Paragraph</u>   <u>Page</u>

DATA ELEMENTS/INPUT TRANSACTIONS MATRICES

E.1 Introduction. The matrices in this appendix show the
data elements used by each transaction that is input into
SIDPERS-FOL. The data elements are divided into four areas:
personnel, organizational, system maintenance, and pay.
They are listed in alphabetical order. The input
transactions are listed by transaction mnemonic and also
appear in alphabetical order.

Two symbols are used in these matrices to indicate when a
transaction updates or generates data elements. When a "U"
is listed under a transaction, the data element is updated
by that transaction. A "G" indicates that a data element is
generated as the result of a transaction.

E.2 Personnel Data Elements Related to Transaction
Mnemonic. The following matrices illustrate the personnel
and organizational data elements that are related to
personnel actions and organizational processing
transactions.

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ADRI	AFTS	ALCTD	ASTET	ASPTFT	ATTCDA	AVTDCA	ABSWCL	CSEWDCL	CIETZNL	CIOVCOD	COOCDD	CPRESDL	CPWESCDD	CEWSCDD	DERUC	DEOB	DOOR	DPORS	DPSOCHS	DEASDHT	EERDRF	EERGDPF	EENGODP	ERBONPR	ERRBORP	ERROO
ACF_MGIB_INCR_BASIC_BNFT_AD																												
ACT_STAT_PROG																						U						
ADD_WH_TAX		U																										
ADDR_CITY																												
ADDR_MAIL_IND																												
ADDR_MAIL_IND_FGN																												
AFQT_PCTL			U																									
AFQT_SCORE_GPS			G																									
AMOSD_ENLD																												
AMOSD_WO																												
APFT_RESULT						U																						
APFT_SCORE						U																						
APT_WVR_COND								U																				
AREAX																												
ASG_LOSS_RSN	G			U									U								U	G						
ASI																												
ASI_AMOSD_ENLD *																												
ASI_AMOSD_WO							U																					
ASI_ASSI																												
ASI_LIC					U																							
ASI_PMOSD_ENLD																												
ASI_PMOSD_WO																												
ASI_PSSI																												
ASI_SMOSD_ENLD																												
ASI_SSSI																												
ASSI																												
AUTH_BR					U																							
ATCH_CODE							U															U						
ATCH_PR_NBR							U															G						
AUTH_DOC_POSN_TITLE					U																U							
AUTH_LINE_DSG					U																	U						

E-1

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ADFRTS	ALCTD	ASTFE	APTCH	AVCDA	AWCWC	ABSWC	CEDL	CINTZ	CIVOD	COPSDD	CRWESLD	CWSDD	DEERC	DEOB	DORR	DPOS	DSCH	EADT	EERF	EGD	ENOP	ERBR	ERRO
AUTH_PARA_DSG																		U		U					
AUTH_STR			U																						
AUTH_PERS_IDENT			U																						
AVN_SVC_ENTRY_DATE						U																			
BAQ_DEP_TYPE																									
BAQ_DOB_PD																									
BAQ_EFF_DATE																									
BAQ_STAT																									
BASIC_BR																									
BENEF_STAT_WVR_CODE								U																	
BR_SCH_COMPL																									
BR_SCH_ENRLD																									
BREAK_MIL_STAT												U													
CHAR_SEP																			U						
CIV_EDUC_LVL									U																
CIV_EMPL											U									G					
CIV_GR											U									G					
CIV_OCC											U														
COMD_STAT																		U		U					
CMSND_WO_SVC_DATE													U												
CNTRY_RESIDE_CURR	U																								
CRS_LVL_ENRLD																									
CTZSP_STAT_US_ORGN										U															
CUM_MO_XTNSN																									
CUM_RET_PT																									
CURR_AERO_RT						U																			
CURR_INCENT_TERM_STAT	G														G				G	G				U	
CURR_ORG_IDENT	G											U						U	U						
CURR_PROCRMT												U													
CURR_UPC																									
DATE_ASGN_LOSS_RSN	G		U												U				U						

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ADRI	AFRTS	ALCD	ASTDE	APTFT	ATCHA	AVCDA	ABSWC	BCEDL	CINZO	COIVOD	COPSDD	CRWEL	CWESD	DERC	DOBB	DORR	DPOS	DSCH	DEADT	DERF	DEGD	DENOP	DERBR	DERRO
DATE_CURR_INCENT_TERM_STAT	G																			G	G				U	
DATE_CURR_PROCRMT													U			G				G	G					
DATE_CURR_SVC_AGREE																										
DATE_DECLARE_MGIB_ENROLL_AD																										
DATE_END_DUTY_DEERS_ELIG																					U					
DATE_END_EVAL_PERIOD																						U				
DATE_ENLSTMT_REENL_BONUS_RES																									U	
DATE_EXEC_SIX_YR_SVC_OBLG																										
DATE_INIT_ENTRY_RC																U										
DATE_INIT_PROCRMT																										
DATE_IPAY_NBR_ONE								U																		
DATE_IPAY_NBR_TWO								U																		
DATE_MAND_REM														G	G		G	G								
DATE_PREV_REC_STAT		G												G	G	G				G	G					
DATE_PROJ_PROM_ELIG														G	G	G		G								
DATE_PROM_CONS																										
DATE_QUAL_SELTV_RETN_IDENT														U		G				G						
DATE_REC_STAT	G																			G						
DATE_SBP_ELECT_STAT																										
DATE_SCTY_CLNC																					U					
DATE_START_DUTY_DEERS_ELIG																					U					
DATE_START_MGIB_ELIG_RC										G										G	G			G	G	
DATE_TERM_MGIB_ELIG_RC										G						G				G	G			G	G	
DATE_TNG_STAT									U																	
DAYS_WVD																										
DEPN_NBR																	U									
DOB				U																						
DOC_NBR																										
DOR_RES																		U								
DSG_CON_SP																										
DTL_BR																										

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ADFRTS	ALCTD	ASTTE	APTFT	AVDCA	AWSWC	BSEWCL	CINTZ	CIVOD	COPSDD	CRESLD	CWSCDD	DERDC	DEOBC	DORB	DPOS	DSCH	EADT	EERF	EGDD	ENOPP	ERBR	ERRO
DY_LANG_IDENT																		G						
DY_POSN																	U		U					
DY_POSN_CMSND_OFF																	U		U					
DY_POSN_ENLD																	U	G	U					
DY_POSN_QUAL																	U		U					
DY_POSN_WO																	U		U					
DY_SP_SECD																								
EDATE_IMPL																								
EDATE_OESTS																								
EAUTH																								
EFF_DATE				U																				
EFF_DATE_ATCH					U														U					
EFF_DATE_GR																								
EREQD																								
DATE_END_DUTY_DEERS_ELIGIB																								
ENLSTMT_OPT_PD																						U		
ENLSTMT_REENL_BONUS_ENTL																							U	
ENLSTMT_REENL_BONUS_ENTL_AUTH																							U	
ENLSTMT_REENL_BONUS_MOS_ENLD																							U	
ENLSTMT_WVR_COND																								
ETH_GP																					U			
ETS_DATE																								
EXPIR_DATE_ATCH					U														U					
EXPIR_DATE_ING																								
EXPIR_RDY_RES_OBLG_DATE																								U
EXPIR_STAT_MIL_OBLG_DATE																								
EYES_CAP_INDIC																								
FED_RECOG_IDENT																								
FIRST_DY_ASI_CMSND_OFF																								
FIRST_DY_ASI_ENLD																								
FIRST_DY_ASI_WO																								

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ADFRTIS	AFLCTSD	ASTDET	APTFCTH	AVTDCDA	AWSCWDC	BCEWDTNL	CCIVOZD	CCIOOCDD	CPRESLD	CPRWESLD	CRWESLD	DECD	DERC	DOBR	DORS	DOBS	DSCH	DEADT	EERF	EGDF	ENOP	ERBR	ERRO
FIRST_LANG_IDENT																									
GAIN_PROC_IDENT *																									
GR_ABBR_CODE																									
GR_CH_WVR																									
GR_HOW_ACQ_CODE																									
GRADE				U																					
HEAR_CAP_INDIC																									
HGT_IND																									
HI_MIL_COL_CRS_COMPL																									
HQ_LOCAL_DATA																									
IADT_PROC_IDENT *																									
INIT_PROCRMT																									
IPAY_NBR_ONE						U																			
IPAY_NBR_TWO						U																			
INPUT_STA_NBR																									
LOC_DATA_PERS				U																					
LOCAL_DATA																									
LOSS_PROC_IDENT *	G													G					G	G					
LV_CUM_DA_PD																									
LVL																									
LWR_EXTREM_CAP_IND																									
MAIL_APO_FPO_IDENT		U																							
MAJ_SUBJ_COL_EDUC								U																	
MAND_PROM_IDENT																									
MAND_REM_RSN													G												
MARTL_STAT																									
MGIB_BNFT_RECOUP_STAT_RC								G						G					G	G				G	
MGIB_ELIG_STAT_AD														G		.			G						
MGIB_ELIG_STAT_RC								G						G					G	G				G	
MGIB_MNTL_SPLMNTL_ALOW_AMT_AD																									
MO_CURR_XTNSN																									

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ADRI	AFTS	ALCD	ASTE	APFT	ATCH	AVDCA	AWCL	...	...	BSEL	CEDL	CITN	CIVO	COCD	CPSDD	CRELD	CRWESD	CWESDD	DECD	DERC	DOBC	DOOR	DPOCS	DPSCH	DSCDD	DSCH	EADT	EERF	EGDF	ENOP	ERDF	ERBRO	ERRO
MO_OBLIG_SVC_REMAIN	G																				G							G	G					G	
MOS					U																														
MOS_TEST_FAILED																																			
MOS_TEST_SCORE																																			
MOS_TESTED																																			
MPC																																			
NAME_IND																																			
NBR_ENLSTMT_REENL_BONUS_PYMT																																		U	
NBR_EXEMPT																																			
NBR_EXT_ENLSTMT																																			
NBR_MO_ACT_FED_SVC																																			
NCO_EDUC																																			
NCO_EDUC_ENRLD																																			
OAUTH																																			
OREQD																																			
ORG_IDENT																																			
OESTS																																			
PARA_TITLE					U																														
PAY_GR																																			
PEBD																																			
PECOD																																			
PHYS_CAP_IND																																			
PHYS_CAT																																			
PHYS_PRFL_SER																																			
PMOSD_ENLD																																			
PMOSD_WO																																			
PMOSD_ENLD_BASIS_ACQ																																			
POSN_NBR_EXCESS_IND																									U				U						
PR_NBR																																			
PREV_APFT_RESULT						G																													
PREV_APFT_SCORE						G																													

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ASLCTCD	ASPTFCTH	CCOPSSDD	CCRWESDL	CCWESDDD	DDPOCS	DDPSCH	DEADT
PREV_MIL_PER_CLASS				U					
PREV_ORG_IDENT				U					
PREV_REC_STAT	G				G	G		G	
PREV_SITE_ID									
PREV_UPC									
PRI_ACT_DISP_REC									
PRO_PAY_DATE									
PRO_PAY_STAT									
PROCRMT_PROG				U					
PROF_MIL_EDUC									
PROM_CON_CODE									
PROM_PROC_IDENT *									
PSSI									
PSYCH_CAP_IND									
QUAL_SELTV_RETN_IDENT									
RACE_POP_GP									
REC_COND_CODE									
REC_PREC						G			G
REC_STAT	G				U	G		G	G
REEL_PROC_IDENT *									
REL_DENOM		U							
REQD_STR									
RES_CAT							G		G
RETN_WVR									
ROTC_ARM_FORCES									
ROTC_YRS_COMP									
RPT_SEQ_CODE									
RSN_INELIG_APFT			U						
RYE_DATE									
SBP_ELECT_COV									
SBP_ELECT_STAT									

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ADRIS	AFTS	ALCTD	ASTFTE	ATPCHA	AVCDA	AWSCWC	BSWC	CEITWDNZL	CIOVCDD	COPRSSLD	CPRWESLD	CWESCDD	DEECDDC	DEERBC	DOBOC	DOORRS	DPSOCS	DSHOCH	EADAT	EGERF	EGERDF	ENGDOP	ERNBOPR	EERRO
SBP_OPT																										
SRC_CMSN_WRNT																										
SRC_ORIG_ENLSTMT_INDCTN																										
SCTY_CLNC																										
SCTY_CLNC_REQD					U																					
SCTY_INVES_STAT																										
SECD_DY_ASI_CMSND_OFF																										
SECD_DY_ASI_ENLD																										
SECD_DY_ASI_WO																										
SEP_PROG_DSG	G																			G						
SEX																										
SGLI_ELECT																										
SMOSD_ENLD																										
SP_CMSND_OFF																										
SP_PAY																										
SQI_ENLD																										
SQI_WO																										
SSN_SM																										
SSSI																										
ST_ADDR		U																								
ST_TAX_CODE																										
STATE				U																						
STATES_US		U																								
SVC_COMP																										
SVC_DSG																										
TECH_SSVC_CODE											U										G					
TERM_ENL_RES																										
TFOS_DATE							U													G	G					
TNG_PAY_RET_CAT											U															
TNG_STAT																										
TOT_YR_SAT_SVC_RETMT																										

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ADMA	ADRTIS	AFLCTD	ASTCTE	APTFCT	AVTCDHA	AWCDC	BSWDCL	CETNZL	CIOVCDD	COPCSSD	CPRWESD	CWESCDD	DEWCRDD	DEBRC	DBOOB	DOPRS	DPSOCS	DSPCSH	EADT	EERF	EGNDF	ENBORP	ERBR	ERRO
TRANS_CODE	U																								
TRANS_NAME_LAST *																									
TPSN																									
TWTY_YR_CERT_STAT																									
TYPE_ADDR																									
TYPE_ATCH						U														U					
TYPE_CH																									
TYPE_ROTC_PROG																									
UNAME																									
UP_EXTREM_CAP_INDIC																									
UPC						U														U					
UPC_ATCH																				U					
VSSSN																									
WOAUTH																									
WOREQD																									
WT_IND																									
WVR_COND																									
YR_MO_APFT_ADMIN					U																				
YR_MO_LAST_PHYS_EX																									
YR_MO_MOS_TEST																									
YR_MO_PREV_APFT_ADMIN					U																				
YRS_COMSND_SVC																									
ZIP		U																							

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESMOD	EWCDA	EXCDTA	FRGT	GRCCDH	GRCWV	GRADT	IAPAYD	IAPNPG	LADPPA	LLDPPA	LDRS	MAGRSB	MIGRIB	MILSEC	MILESD	MLOPESD	MOPESBR	MRDBR	MRAM	MEG	—	NAPSG	NOIPUDG	OIUULG	OIUDR	PACDR	PEBD
ACF_MGIB_INCR_BASIC_BNFT_AD																												
ACT_STAT_PROG													U										U					
ADD_WH_TAX																							U		U			
ADDR_CITY																							U		U			
ADDR_MAIL_IND																												
ADDR_MAIL_IND_FGN																												
AFQT_PCTL																							U					
AFQT_SCORE_GPS					U																		G					
AMOSD_ENLD					U												U											
AMOSD_WO																	U											
APFT_RESULT																												
APFT_SCORE																												
APT_WVR_COND																							U					
AREAX																							G		U			
ASG_LOSS_RSN																							U					
ASI																							U					
ASI_AMOSD_ENLD *					U												U											
ASI_AMOSD_WO																	U											
ASI_ASSI																												
ASI_LIC																												
ASI_PMOSD_ENLD					U												U											
ASI_PMOSD_WO																	U						U					
ASI_PSSI																							U					
ASI_SMOSD_ENLD					U												U											
ASI_SSSI																												
ASSI																												
AUTH_BR																												
ATCH_CODE																												
ATCH_PR_NBR																												
AUTH_DOC_POSN_TITLE																												
AUTH_LINE_DSG							U																U					

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PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESMO	EWCD	EXCA	EXDT	FRGD	GRCD	GRCW	GRCV	IGADY	ILADG	LDDPA	LDPPA	LPASS	MAGRS	MGILB	MILEC	MILSD	MOSBR	MPBRD	MRBR	MAME	NAPSG	NISUG	NIULR	OIUDR	OIULR	PACCB	PEBD
AUTH_PARA_DSG																						U						
AUTH_STR																												
AUTH_PERS_IDENT				.																								
AVN_SVC_ENTRY_DATE																												
BAQ_DEP_TYPE														U								U						
BAQ_DOB_PD														U								U						
BAQ_EFF_DATE														U								U						
BAQ_STAT														U								U						
BASIC_BR					U												U											
BENEF_STAT_WVR_CODE																												
BR_SCH_COMPL															U													
BR_SCH_ENRLD																U						U						
BREAK_MIL_STAT																												
CHAR_SEP																												
CIV_EDUC_LVL																						U						
CIV_EMPL																						U						
CIV_GR																						U						
CIV_OCC																						U						
COMD_STAT																						U						
CMSND_WO_SVC_DATE					U																	U						
CNTRY_RESIDE_CURR																						U						
CRS_LVL_ENRLD																U						U						
CTZSP_STAT_US_ORGN																						U				U		
CUM_MO_XTNSN				G													U					G						
CUM_RET_PT																	U											
CURR_AERO_RT																						U						
CURR_INCENT_TERM_STAT				G																		G						
CURR_ORG_IDENT																						G						
CURR_PROCRMT																												
CURR_UPC																						U						
DATE_ASGN_LOSS_RSN																						U						

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESMOD	EWXCDA	EEXDA	EXT	FRG	GRRCWDH	GRRCCDH	IARDT	IPACYD	ILANDG	LDPA	LDPPA	MARS	MGIBEC	MILSEC	MLOSBS	MPBR	MRDBME	NAPME	NAPSGG	NOIUG	OOIUDL	OOIUDR	PADR	PCCD	PEBD
DATE_CURR_INCENT_TERM_STAT				G																G						
DATE_CURR_PROCRMT																										
DATE_CURR_SVC_AGREE				G					G											G						
DATE_DECLARE_MGIB_ENROLL_AD														U												
DATE_END_DUTY_DEERS_ELIG															U								U			
DATE_END_EVAL_PERIOD																										
DATE_ENLSTMT_REENL_BONUS_RES				U																U						
DATE_EXEC_SIX_YR_SVC_OBLG				U										U						U						
DATE_INIT_ENTRY_RC																				G						
DATE_INIT_PROCRMT										U										U						
DATE_IPAY_NBR_ONE									U																	
DATE_IPAY_NBR_TWO									U																	
DATE_MAND_REM								G										U		G						
DATE_PREV_REC_STAT								G			G		G		G										U	
DATE_PROJ_PROM_ELIG					G			G				G					U			G						
DATE_PROM_CONS					G			U									U	G		G					U	
DATE_QUAL_SELTV_RETN_IDENT																										
DATE_REC_STAT								G					G		G					G						
DATE_SBP_ELECT_STAT																										
DATE_SCTY_CLNC															U					U						
DATE_START_DUTY_DEERS_ELIG																										
DATE_START_MGIB_ELIG_RC				G				G						U	G					G						
DATE_TERM_MGIB_ELIG_RC				G				G						U	G					G						
DATE_TNG_STAT								U							U					U						
DAYS_WVD																										
DEPN_NBR													U							U						
DOB																				U						
DOC_NBR																										
DOR_RES					U		U													G						
DSG_CON_SP															U											
DTL_BR															U											

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PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESMOD	EWCDA	EXDA	EXT	FRG	GRCCD	GRCWV	IAPYDT	LLAPNDG	LADPPA	LDDPA	MAGRS	MAGIBE	MGILSEC	MLED	MOSBR	MRPDBR	NAMED	NAPSG	NOIUG	OIUL	OIUR	PACDR	PEPBD
DY_LANG_IDENT																								
DY_POSN								U											U					
DY_POSN_CMSND_OFF																								
DY_POSN_ENLD																								
DY_POSN_QUAL						U										U			U					
DY_POSN_WO																								
DY_SP_SECD																								
EDATE_IMPL																				U				
EDATE_OESTS																				U	U			
EAUTH																			U	U				
EFF_DATE																								
EFF_DATE_ATCH																								
EFF_DATE_GR					G	U	G																	
EREQD																			G	U				
DATE_END_DUTY_DEERS_ELIGIB														U										
ENLSTMT_OPT_PD																			U					
ENLSTMT_REENL_BONUS_ENTL				U															U					
ENLSTMT_REENL_BONUS_ENTL_AUTH				U															U					
ENLSTMT_REENL_BONUS_MOS_ENLD				U															U					
ENLSTMT_WVR_COND	U																		U					
ETH_GP																								
ETS_DATE				U															U					
EXPIR_DATE_ATCH		U																						
EXPIR_DATE_ING		U																						
EXPIR_RDY_RES_OBLG_DATE				G																				
EXPIR_STAT_MIL_OBLG_DATE	U																		U					
EYES_CAP_INDIC																			G					
FED_RECOG_IDENT					U														G					
FIRST_DY_ASI_CMSND_OFF																								
FIRST_DY_ASI_ENLD																								
FIRST_DY_ASI_WO																								

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESMOD	EWCDA	EXDTA	FRGT	GRCD	GRCH	GRDV	IADT	IPACYD	ILADNPG	LDPP	LDPAS	MDAGRS	MGILBE	MIILSEC	MLEED	MOBS	MPBR	MRDBR	MAEME	NAPSG	NOILG	OOILL	OOIUR	PACDR	PPACC	PEBD
FIRST_LANG_IDENT										U											U						
GAIN_PROC_IDENT *																					G						
GR_ABBR_CODE				U	U	U															U						
GR_CH_WVR				U	U	U	U																				
GR_HOW_ACQ_CODE				U	U	U																					
GRADE																											
HEAR_CAP_INDIC																											
HGT_IND								U													U						
HI_MIL_COL_CRS_COMPL																U					U						
HQ_LOCAL_DATA																											
IADT_PROC_IDENT *								G																			
INIT_PROCRMT										U																	
IPAY_NBR_ONE									U																		
IPAY_NBR_TWO									U																		
INPUT_STA_NBR																						U					
LOC_DATA_PERS											U	U															
LOCAL_DATA											U	U															
LOSS_PROC_IDENT *																					U						
LV_CUM_DA_PD																											
LVL																											
LWR_EXTREM_CAP_IND			G																								
MAIL_APO_FPO_IDENT																					U						
MAJ_SUBJ_COL_EDUC																					U						
MAND_PROM_IDENT																			U								
MAND_REM_RSN													U													U	
MARTL_STAT																					U						
MGIB_BNFT_RECOUP_STAT_RC														U													
MGIB_ELIG_STAT_AD														U													
MGIB_ELIG_STAT_RC								G						U	U						G						
MGIB_MNTH_SPLMNTL_ALOW_AMT_AD														U													
MO_CURR_XTNSN			U																		G						

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PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESMOD	EWCDA	EXDTA	FRGCD	GRCCD	GRCWVH	GRADTYD	ILAPCYD	LADPNG	LADPPAS	MDARPSAS	MAGRIB	MILSEC	MILED	MLED	MOSBR	MPBR	MRDBR	MAME	NAPMEG	NAPSGG	OIUG	OIUL	OIUDR	PACDR	PACCC	PEBD
MO_OBLIG_SVC_REMAIN												U															
MOS																											
MOS_TEST_FAILED																											
MOS_TEST_SCORE																											
MOS_TESTED																											
MPC								U													U						
NAME_IND																			U		U						
NBR_ENLSTMT_REENL_BONUS_PYMT																											
NBR_EXEMPT			G																		U						
NBR_EXT_ENLSTMT												G															
NBR_MO_ACT_FED_SVC							U						U														
NCO_EDUC														U													
NCO_EDUC_ENRLD													U								U						
OAUTH																						U					
OREQD																						U					
ORG_IDENT																							U				
OESTS																						U					
PARA_TITLE																											
PAY_GR				G	G	G															G						
PEBD																					U						U
PECOD																						U					
PHYS_CAP_IND																											
PHYS_CAT							U														U						
PHYS_PRFL_SER						U	U									U					U						
PMOSD_ENLD						U										U					U						
PMOSD_WO				U												U					U						
PMOSD_ENLD_BASIS_ACQ							U									U				U							
POSN_NBR_EXCESS_IND							U													U							
PR_NBR																							U				
PREV_APFT_RESULT																											
PREV_APFT_SCORE																											

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESWMOD	EEXDCDA	FRGCDG	GRCCWDH	GRCWDV	IPACYDT	ILADPANPG	LLADPUPA	MDAGRIBS	MIGRIEBC	MIILESD	MMLOSBED	MMPBR	MRADMEG	NAPSGEG	NOIUDLGG	OOIUDLR	OAIDUCDR	PPACCBD	PEBD
PREV_MIL_PER_CLASS																				
PREV_ORG_IDENT						U									U					
PREV_REC_STAT																				
PREV_SITE_ID																				
PREV_UPC																				
PRI_ACT_DISP_REC																		U		
PRO_PAY_DATE																				
PRO_PAY_STAT																				
PROCRMT_PROG						U									U					
PROF_MIL_EDUC												G			G					
PROM_CON_CODE			G										U		G				U	
PROM_PROC_IDENT *			G	G																
PSSI																				
PSYCH_CAP_IND																				
QUAL_SELTV_RETN_IDENT																				
RACE_POP_GP															U					
REC_COND_CODE																				
REC_PREC																				
REC_STAT						G					G				G					
REEL_PROC_IDENT *																				
REL_DENOM															U					
REQD_STR																				
RES_CAT						G		G			G				G					
RETN_WVR		U																		
ROTC_ARM_FORCES															U					
ROTC_YRS_COMP															U					
RPT_SEQ_CODE																U				
RSN_INELIG_APFT																				
RYE_DATE															G					
SBP_ELECT_COV																				
SBP_ELECT_STAT																				

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PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESMOD	EWCDA	EXDDA	FRGCT	GRCCD	GRCCW	GIRADWT	IPACYD	IPACND	LANPG	LDDPA	MRAS	MIGB	MILEC	MISEC	MLED	MOSBR	MPBBR	MRDDR	NRAME	NPSG	NIUG	OIUL	OIUR	PADR	PACC	PEBD
SBP_OPT																											
SRC_CMSN_WRNT								U													U						
SRC_ORIG_ENLSTMT_INDCTN								U													G						
SCTY_CLNC																					U						
SCTY_CLNC_REQD																											
SCTY_INVES_STAT																					U						
SECD_DY_ASI_CMSND_OFF																											
SECD_DY_ASI_ENLD																											
SECD_DY_ASI_WO																											
SEP_PROG_DSG																											
SEX																					U						
SGLI_ELECT																					U						
SMOSD_ENLD						U											U										
SP_CMSND_OFF																											
SP_PAY																											
SQI_ENLD																											
SQI_WO																											
SSN_SM																											
SSSI																											
ST_ADDR																					U	U	U				
ST_TAX_CODE																											
STATE																											
STATES_US																					U						
SVC_COMP																											
SVC_DSG																											
TECH_SSVC_CODE																					U						
TERM_ENL_RES			G																		U						
TFOS_DATE																											
TNG_PAY_RET_CAT							G								G						G						
TNG_STAT							U								U						U						
TOT_YR_SAT_SVC_RETMT															U						G						

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	ESMOD	EWCDA	EXDT	EXDA	FRGCD	GRCCH	GRCWV	GRADT	IPAYD	IPACD	LANG	LDDP	LDPA	MARS	MGIB	MILE	MISC	MLED	MOSR	MPBR	MRDR	NAME	NPSG	NIUG	OIUL	OIUR	PADR	PCC	PEBD
TRANS_CODE																							G						
TRANS_NAME_LAST *																							G	U					
TPSN																								U					
TWTY_YR_CERT_STAT																							G						
TYPE_ADDR																													
TYPE_ATCH																													
TYPE_CH																													
TYPE_ROTC_PROG																							U						
UNAME																								U					
UP_EXTREM_CAP_INDIC																													
UPC																													
UPC_ATCH																													
VSSSN																													
WOAUTH																								U					
WOREQD																								U					
WT_IND										U																			
WVR_COND																							G						
YR_MO_APFT_ADMIN																													
YR_MO_LAST_PHYS_EX										U													U						
YR_MO_MOS_TEST																													
YR_MO_PREV_APFT_ADMIN																													
YRS_COMSND_SVC																													
ZIP																							U	U					

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PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAYD	PPESDC	PPRSGC	PQSRCC	RSACET	RRAEDLG	RREENLG	RRIONTCG	RROTWCV	RRTYEV	SSBYPC	SSEPXC	SSEGLIY	SSGPLAY	SSPRCW	SSSIW	SSSIN	SSANX	TTAX	TTING	TTOER	TTRYF	TTYCS
ACF_MGIB_INCR_BASIC_BNFT_AD																								
ACT_STAT_PROG				U		G																		
ADD_WH_TAX				U																U				
ADDR_CITY				U																				
ADDR_MAIL_IND																								
ADDR_MAIL_IND_FGN																								
AFQT_PCTL				U																				
AFQT_SCORE_GPS				G																				
AMOSD_ENLD																								
AMOSD_WO				U																				
APFT_RESULT																								
APFT_SCORE				U																				
APT_WVR_COND				U																				
AREAX				G																				
ASG_LOSS_RSN				U		G	G	U					U								U			
ASI																								
ASI_AMOSD_ENLD *																								
ASI_AMOSD_WO				U																				
ASI_ASSI				U													U							
ASI_LIC																								
ASI_PMOSD_ENLD				U																				
ASI_PMOSD_WO				U																				
ASI_PSSI				U														U						
ASI_SMOSD_ENLD				U																				
ASI_SSSI				U														U						
ASSI				U														U						
AUTH_BR																								
ATCH_CODE						G																		
ATCH_PR_NBR																								
AUTH_DOC_POSN_TITLE																								
AUTH_LINE_DSG				U		U	U																U	

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAY	PPED	PPRSC	QSRCC	RRACDTE	RRENLG	RRENL	RRINTG	RROTWCV	RRYEPV	SBPYC	SSEXP	SSGLIY	SSPACYW	SSRCIW	SSSIN	STAXN	TTINGR	TTORER	TTRFCS	TTYCS
AUTH_PARA_DSG				U		U			U												U	
AUTH_STR																					U	
AUTH_PERS_IDENT																						
AVN_SVC_ENTRY_DATE				U																		
BAQ_DEP_TYPE				U																		
BAQ_DOB_PD				U																		
BAQ_EFF_DATE				U																		
BAQ_STAT				U																		
BASIC_BR				U																		
BENEF_STAT_WVR_CODE				U																		
BR_SCH_COMPL				U																		
BR_SCH_ENRLD				U																		
BREAK_MIL_STAT				U																		
CHAR_SEP													U				G					
CIV_EDUC_LVL				U																		
CIV_EMPL				U																		
CIV_GR				U																		
CIV_OCC				U																		
COMD_STAT				U		U			U										G		U	
CMSND_WO_SVC_DATE				U																		
CNTRY_RESIDE_CURR				U																		
CRS_LVL_ENRLD				U																		
CTZSP_STAT_US_ORGN				U																		
CUM_MO_XTNSN				G			G													G		
CUM_RET_PT																						
CURR_AERO_RT				U																		
CURR_INCENT_TERM_STAT				G			G		G				G						G		U	
CURR_ORG_IDENT				G					G				U						G	G		
CURR_PROCRMT				U																		
CURR_UPC				U			U		U										U			
DATE_ASGN_LOSS_RSN				U			G		U				U						U		U	

F

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAYD	PPESC	PPRSC	PSGG	QSRCC	RRACET	RREADLG	RREENLG	RRIONTGC	RROTWEV	SSYBCPC	SSEXPP	SSEGLIX	SSPGLAIY	SSRCIYW	SSNSINX	STAXNG	TTIONGR	TTROEFR	TYCS
DATE_CURR_INCENT_TERM_STAT					G				G	G			G						G		
DATE_CURR_PROCRMT					U																
DATE_CURR_SVC_AGREE					G			G													
DATE_DECLARE_MGIB_ENROLL_AD																					
DATE_END_DUTY_DEERS_ELIG																					
DATE_END_EVAL_PERIOD																					
DATE_ENLSTMT_REENL_BONUS_RES					U				U	U											
DATE_EXEC_SIX_YR_SVC_OBLG					U				U	U											
DATE_INIT_ENTRY_RC					U																
DATE_INIT_PROCRMT					U																
DATE_IPAY_NBR_ONE					U																
DATE_IPAY_NBR_TWO					U																
DATE_MAND_REM					G	U															
DATE_PREV_REC_STAT					G		G			G			G						G		
DATE_PROJ_PROM_ELIG		U			G					U											
DATE_PROM_CONS					G																
DATE_QUAL_SELTV_RETN_IDENT						U															
DATE_REC_STAT			U		G		G			G			G						G		
DATE_SBP_ELECT_STAT												U									
DATE_SCTY_CLNC					U									U							
DATE_START_DUTY_DEERS_ELIG																					
DATE_START_MGIB_ELIG_RC					G			G	G	G			G						G		
DATE_TERM_MGIB_ELIG_RC								G	G	G			G						G		
DATE_TNG_STAT					U					U											
DAYS_WVD					U																
DEPN_NBR					U																
DOB					U																
DOC_NBR																					
DOR_RES					U					U											
DSG_CON_SP					U																
DTL_BR																					

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAYD	PPEDYD	PPRSC	PSGC	QSRCC	RRACDET	RRENLTG	RRINTG	RROTWCV	RRTYBEPV	SSBCYPC	SSCEYPX	SSGLIY	SSPRCIW	SSAXN	SSNXN	TAX	TTING	TTOER	TTRF	TTYCS
DY_LANG_IDENT																						
DY_POSN					U		U		U												U	
DY_POSN_CMSND_OFF							U		U												U	
DY_POSN_ENLD							U		U												U	
DY_POSN_QUAL					U		U		U												U	
DY_POSN_WO							U		U												U	
DY_SP_SECD																						
EDATE_IMPL																						
EDATE_OESTS																						
EAUTH					U																	
EFF_DATE					U																	
EFF_DATE_ATCH							G															
EFF_DATE_GR					G				G													
EREQD																						
DATE_END_DUTY_DEERS_ELIGIB																						
ENLSTMT_OPT_PD					U																	
ENLSTMT_REENL_BONUS_ENTL					U			U														
ENLSTMT_REENL_BONUS_ENTL_AUTH					U														G			
ENLSTMT_REENL_BONUS_MOS_ENLD					U			U														
ENLSTMT_WVR_COND					U			U														
ETH_GP					U																	
ETS_DATE					U			U												U		
EXPIR_DATE_ATCH							G															
EXPIR_DATE_ING									G										U			
EXPIR_RDY_RES_OBLG_DATE					U			G												G		
EXPIR_STAT_MIL_OBLG_DATE					U																	
EYES_CAP_INDIC																						
FED_RECOG_IDENT																						
FIRST_DY_ASI_CMSND_OFF																						
FIRST_DY_ASI_ENLD																						
FIRST_DY_ASI_WO																						

F

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAYD	PPESDC	PPRSG	QSRCC	RACDT	RELNGL	RIENTGC	ROTWCV	RYEPV	SBCYPC	SEEPX	SGPLIY	SRCCW	SSNIN	STAXN	TINGG	TOENGR	TTRRFC	TTYCS
FIRST_LANG_IDENT				U																
GAIN_PROC_IDENT *		G																		
GR_ABBR_CODE				U																
GR_CH_WVR																				
GR_HOW_ACQ_CODE																				
GRADE				U																
HEAR_CAP_INDIC																				
HGT_IND	U			U																
HI_MIL_COL_CRS_COMPL				U																
HQ_LOCAL_DATA																				
IADT_PROC_IDENT *																				
INIT_PROCRMT				U																
IPAY_NBR_ONE				U																
IPAY_NBR_TWO				U																
INPUT_STA_NBR																				
LOC_DATA_PERS				U																
LOCAL_DATA																				
LOSS_PROC_IDENT *												G								
LV_CUM_DA_PD				U		U														
LVL																				
LWR_EXTREM_CAP_IND																				
MAIL_APO_FPO_IDENT				U																
MAJ_SUBJ_COL_EDUC				U																
MAND_PROM_IDENT																				
MAND_REM_RSN				G	U															
MARTL_STAT				U																
MGIB_BNFT_RECOUP_STAT_RC								G				G					G			
MGIB_ELIG_STAT_AD							G	G												
MGIB_ELIG_STAT_RC				G				G				G					G			
MGIB_MNTH_SPLMNTL_ALOW_AMT_AD																				
MO_CURR_XTNSN				G			G											G		

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAY	PPEDC	PPRSC	PSG	QSRC	RACET	RAEDLG	REENLG	RIONTG	ROTWCV	RSBYPC	RYEPV	SBCYPC	SEPX	SGPLAIY	SRCIYW	SSIN	SAX	TING	TORF	TYCS
MO_OBLIG_SVC_REMAIN					G					G					G					G		
MOS																						
MOS_TEST_FAILED																						
MOS_TEST_SCORE																						
MOS_TESTED																						
MPC					U																	
NAME_IND					U																	
NBR_ENLSTMT_REENL_BONUS_PYMT					UG																	
NBR_EXEMPT					U														U			
NBR_EXT_ENLSTMT									G													
NBR_MO_ACT_FED_SVC					U																	
NCO_EDUC					U																	
NCO_EDUC_ENRLD					U																	
OAUTH																						
OREQD																						
ORG_IDENT																						
OESTS																						
PARA_TITLE																						
PAY_GR					G																	
PEBD					U																	
PECOD																						
PHYS_CAP_IND																						
PHYS_CAT	U				U																	
PHYS_PRFL_SER	U				U																	
PMOSD_ENLD					U																	
PMOSD_WO					U																	
PMOSD_ENLD_BASIS_ACQ					U																	
POSN_NBR_EXCESS_IND					U		U			U										G	U	
PR_NBR																						
PREV_APFT_RESULT																						
PREV_APFT_SCORE																						

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAYS	PPEDD	PPRSC	PPSGC	PQSRC	RRACET	RREDLG	RREENL	RREINTG	RROTC	RRETWV	RRYEP	RSBPYC	SSCEYP	SSEXP	SSGLI	SSPGLAY	SSPRCIW	SSSINX	SSSAXN	SSTING	TTING	TTOER	TTRF	TTYCS
PREV_MIL_PER_CLASS																										
PREV_ORG_IDENT					U																					
PREV_REC_STAT										G						G										
PREV_SITE_ID					U																					
PREV_UPC					U																				G	
PRI_ACT_DISP_REC																										
PRO_PAY_DATE		U			U					G																
PRO_PAY_STAT		U			U					G																
PROCRMT_PROG					U																					
PROF_MIL_EDUC					G																					
PROM_CON_CODE					U																					
PROM_PROC_IDENT *																										
PSSI					U															U						
PSYCH_CAP_IND																										
QUAL_SELTV_RETN_IDENT						U																				
RACE_POP_GP					U	U																				
REC_COND_CODE								U																		
REC_PREC					G		G									G										
REC_STAT				U	G	U	G			G					G	G										
REEL_PROC_IDENT *									G																	
REL_DENOM					U	U	U			U																
REQD_STR					U		U																			
RES_CAT					G		G			G					G					G					G	
RETN_WVR					U				U	U		U														
ROTC_ARM_FORCES					U					U																
ROTC_YRS_COMP						U				U																
RPT_SEQ_CODE																										
RSN_INELIG_APFT																										
RYE_DATE					U	U				G		U											G			
SBP_ELECT_COV													U													
SBP_ELECT_STAT													U													

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAYD	PPRED	PPRSG	QSRCE	RRAECDTL	RREENLGL	RRIOTNGC	RROTWCV	RRETWPYV	RSBPYC	RSCYPC	SEPXC	SGLIY	SPAYC	SPRCW	SSIN	SSNX	STAXN	TINGG	TOER	TRFC	TYCS
SBP_OPT											U												
SRC_CMSN_WRNT				U												U							
SRC_ORIG_ENLSTMT_INDCTN				G																			
SCTY_CLNC				U								U											
SCTY_CLNC_REQD												U											
SCTY_INVES_STAT				U								U											
SECD_DY_ASI_CMSND_OFF																							
SECD_DY_ASI_ENLD																							
SECD_DY_ASI_WO																							
SEP_PROG_DSG													G										
SEX				U									U										
SGLI_ELECT				U										U									
SMOSD_ENLD				U																			
SP_CMSND_OFF																							
SP_PAY															U								
SQI_ENLD				G																			
SQI_WO				G																			
SSN_SM																		U					
SSSI				U													U						
ST_ADDR				U																			
ST_TAX_CODE																			U				
STATE																							
STATES_US				U																			
SVC_COMP				G		G	G																
SVC_DSG																							
TECH_SSVC_CODE				U																			
TERM_ENL_RES				U			U																
TFOS_DATE				U																			
TNG_PAY_RET_CAT				G		G	G														G		
TNG_STAT				U		U														G			
TOT_YR_SAT_SVC_RETMT				U																			

PERSONNEL/AUTHORIZATION-RELATED DATA ELEMENTS

Data Elements/Programs	PHYS	PPAYD	PRSC	PSGC	QSRCE	RACDT	REDLG	RENLG	RIONTGC	RTWCV	RYEP	SBPC	SCYPC	SEPXC	SEGLIY	SPAYW	SPRCW	SSINW	SSANX	STINGR	TTOER	TTRF	TTYCS
TRANS_CODE				G										G									
TRANS_NAME_LAST *		G		G																			
TPSN																							
TWTY_YR_CERT_STAT				U																			U
TYPE_ADDR																							
TYPE_ATCH						G																	
TYPE_CH		G																					
TYPE_ROTC_PROG				U					U														
UNAME																							
UP_EXTREM_CAP_INDIC																							
UPC						G																	
UPC_ATCH				U																			
VSSSN																							
WOAUTH																							
WOREQD																							
WT_IND	U			U																			
WVR_COND																							
YR_MO_APFT_ADMIN																							
YR_MO_LAST_PHYS_EX	U			U																			
YR_MO_MOS_TEST																							
YR_MO_PREV_APFT_ADMIN																							
YRS_COMSND_SVC																							
ZIP				U																			

SIDPERS-FOL END USER MANUAL

APPENDIX F

SIDPERS MESSAGES

TABLE OF CONTENTS

F.1 Error Messages and Corrections. Error messages and corrections are displayed at the terminal whenever a screen entry is unacceptable for system use. The cause of the error and corrective procedures for the messages are often self-explanatory. Corrective actions have been provided in this appendix only for those messages that are not self-explanatory.

ACTION DATA MUST BE ENTERED

ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH POSC

ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH POSC (XXXXX) ON PF

ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH SSI (XXX) ON PF

ADDITIONAL SKILL IDENTIFIER (XX) ON PF INCOMPATIBLE WITH POSC

ADDITIONAL SKILL IDENTIFIER (XX) ON PF INCOMPATIBLE WITH SSI

ADDITIONAL SKILL IDENTIFIER (XX) ON PF INCOMPATIBLE WITH UNKNOWN POSC

ADDITIONAL SKILL IDENTIFIER (XX) ON PF INCOMPATIBLE WITH UNKNOWN POSC ON PF

ADDITIONAL SKILL IDENTIFIER (XX) ON PF INCOMPATIBLE WITH UNKNOWN SSI

ADDITIONAL SKILL IDENTIFIER (XX) ON PF INCOMPATIBLE WITH UNKNOWN SSI ON PF

ADDRESS CITY ENTRY REQUIRED WITH STREET ADDRESS

AFQT PCTL INCOMPATIBLE WITH CIVILIAN_EDUCATION_LEVEL (X) FOR SEX (M)

AFQT PCTL INCOMPATIBLE WITH SEX (F)

ALL WAIVER CONDITIONS FULL

APPLICANT DOES NOT MEET ACCEPTABLE WEIGHT STANDARDS

ASI INCOMPATIBLE WITH SPECIALTY SKILL IDENTIFIER

ASSIGNMENT/LOSS REASON INCOMPATIBLE WITH MIL_PERS_CLASS (X) ON PF

ASSIGNMENT/LOSS REASON NOT VALID FOR DSCH TRANSACTION

ASSIGNMENT/LOSS REASON NOT VALID FOR SEP TRANSACTION

AT THE LAST RECORD ALREADY

ATTEMPT TO DELETE UNMATCHED WAIVER CODE

AUTHORIZED BRANCH INCOMPATIBLE WITH GRADE

AUTHORIZED BRANCH INCOMPATIBLE WITH GRADE (XX) ON ASF

AUTHORIZED BRANCH (XX) ON ASF INCOMPATIBLE WITH GRADE

AUTHORIZED BRANCH (XX) ON ASF INCOMPATIBLE WITH GRADE (XX) ON ASF

AUTHORIZED STRENGTH ON ASF IS NOT NUMERIC; ENTRY IS REQUIRED

AUTHORIZED STRENGTH ON ASF IS 0; ENTRY IS REQUIRED

AUTHORIZED STRENGTH RECORD NOT FOUND ON ASF

AUTHORIZED STRENGTH RECORD NOT FOUND USING KEY OF (XXXXXXXXXXXXX)

AUTHORIZED STRENGTH (XXXXX) ON ASF EXCEEDS 150

AVN SVC_ENTRY_DATE ON PF IS UNKNOWN; ENTRY IS REQUIRED

BENEFIT STATUS WAIVER CODE INCOMPATIBLE WITH DAYS_WAIVED

BRANCH SCHOOL COMPLETED MAY NOT BE ENTERED FOR MIL_PERS_CLASS (E) ON PF

BRANCH SCHOOL ENROLLED MAY NOT BE ENTERED FOR MIL_PERS_CLASS (E) ON PF

CITIZENSHIP STATUS INCOMPATIBLE WITH MIL_PERS_CLASS (X) GENERATED

CITIZENSHIP STATUS INCOMPATIBLE WITH MIL_PERS_CLASS (X) ON PF

CIVILIAN EDUCATION LEVEL INCOMPATIBLE WITH GRADE ABBREVIATION CODE

CIVILIAN EMPLOYER INCOMPATIBLE WITH TECH_SSVC_CODE

CIVILIAN EMPLOYER INCOMPATIBLE WITH TECH_SSVC_CODE (X) ON PF

CIVILIAN EMPLOYER (X) ON PF INCOMPATIBLE WITH TECH_SSVC_CODE

CIVILIAN EMPLOYER (X) ON PF INCOMPATIBLE WITH TECH_SSVC_CODE (X) ON PF

CIVILIAN GRADE INCOMPATIBLE WITH TECH_SSVC_CODE (X) ON PF

CIVILIAN GRADE (XXXX) ON PF INCOMPATIBLE WITH TECH_SSVC_CODE

CIV_EDUC_LEVEL (X) ON PF INCOMPATIBLE WITH GR_ABBR_CODE (XXX)

CMSND_WO_SVC_DATE INCOMPATIBLE WITH PEBD (XXXXXX) ON PF OR BASIC BR (XX)
ON PF

CMSND_WO_SVC_DATE ON PF IS UNKNOWN; CWSD TRANSACTION MUST BE INPUT FIRST

CMSND_WO_SVC_DATE PRIOR TO PEBD (XXXXXX) ON PF; PEBD TRANSACTION MAY BE NEEDED

CONTACT DPI --> EXISTING ENTRY IN PERS_MENU_PARAMETERS_TBL NEEDS TO BE DELETED

COURSE LEVEL ENROLLED MAY NOT BE ENTERED FOR MIL_PERS_CLASS (E) ON PF

CURRENT INCENTIVE TERMINATION STATUS INCOMPATIBLE WITH MIL_PERS_CLASS (X) ON PF

CURRENT UNIT PROCESSING CODE MUST DIFFER FROM TRANSACTION UNIT PROCESSING CODE

CURRENT UPC NOT FOUND ON ORGANIZATION FILE

CURR_UPC (XXXXX) ON PF NOT FOUND ON ORG FILE; TRF TRANSACTION MUST BE INPUT

DATA MUST BE ALPHABETIC

DATA MUST BE NUMERIC

DATE MUST BE FUTURE DATE

DATE MUST BE PAST DATE

DATE OF BIRTH ON PF IS UNKNOWN; DOB TRANSACTION MUST BE INPUT FIRST

DATE OF BIRTH SUGGESTS INDIVIDUAL OF MIL_PERS_CLASS (E) OLDER THAN 35

DATE OF BIRTH SUGGESTS INDIVIDUAL OF MIL_PERS_CLASS (E) YOUNGER THAN 17

DATE OF BIRTH SUGGESTS INDIVIDUAL OF MIL_PERS_CLASS (O) YOUNGER THAN 18

DATE OF BIRTH SUGGESTS INDIVIDUAL OF MIL_PERS_CLASS (W) YOUNGER THAN 18

DATE OF RANK RESERVE MUST BE LATER THAN DATE OF RANK RESERVE (XXXX) ON PF

DATE OF RANK RESERVE ON PF IS UNKNOWN; DOR TRANSACTION MUST BE INPUT FIRST

DATE OF RANK RESERVE ON PF IS UNKNOWN; ENTRY IS REQUIRED

DATE_ASG_LOSS_RSN ON PF IS UNKNOWN; ALCD TRANSACTION MUST BE INPUT FIRST

DATE_CURR_ENLSTMT ON PF IS UNKNOWN; MGIB TRANSACTION MUST BE ENTERED FIRST

DATE_MAND_REM ON PF IS UNKNOWN; MRD TRANSACTION MUST BE INPUT FIRST

DATE_MAND_REM_RSN (XXXX) ON PF MORE THAN 2 YEARS OLD

DATE_START_MGIB_ELIG_RC ON PF IS UNKNOWN; MGIB TRANSACTION MUST BE INPUT FIRST

DESIRED CHANGE IS NOT PROPER LENGTH; 1 TO 5 NUMBERS MUST BE ENTERED

DESIRED CHANGE IS NOT PROPER LENGTH; 6 CHARACTERS MUST BE ENTERED

EFFECTIVE DATE OF ATTACHMENT MAY NOT BE ENTERED FOR ATTACHMENT CODE (D)

EFFECTIVE DATE OF ATTACHMENT MUST BE ENTERED FOR ATTACHMENT CODES A, B, OR C

EFFECTIVE DATE ON ASF IS INVALID; ENTRY IS REQUIRED

EFFECTIVE DATE ON ASF IS UNKNOWN; ENTRY IS REQUIRED

EITHER ADDRESS CITY OR MAIL APO/FPO IDENT ENTRY IS REQUIRED

EITHER ADDRESS CITY OR MAIL APO/FPO IDENT MAY BE ENTERED

EITHER COUNTRY OF RESIDENCE OR MAIL APO/FPO IDENT MAY BE ENTERED

EITHER MAKE AN ENTRY OR USE THE PREVIOUS FIELD KEY

EITHER STATES OF US OR COUNTRY OF RESIDENCE ENTRY IS REQUIRED

EITHER STATES OF US OR COUNTRY OF RESIDENCE MAY BE ENTERED

EITHER STATES OF US OR MAIL APO/FPO IDENT MAY BE ENTERED

EITHER ZIP CODE OR COUNTRY OF RESIDENCE ENTRY IS REQUIRED

EITHER ZIP CODE OR MAIL APO/FPO IDENT MAY BE ENTERED

ENLISTMENT OPTION PERIOD INCOMPATIBLE WITH ENLSTMT_REENL_BONUS_ENTL

ENTRY OF ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH ENTRY OF UNKNOWN POSC

ENTRY OF ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH UNKNOWN POSC ON PF

ENTRY OF ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH UNKNOWN SSI ON PF

ENTRY OF ADDITIONAL SKILL IDENTIFIER INVALID WITH UNKNOWN SSI

ENTRY OF AMOSD_ENLD NOT VALID FOR MIL_PERS_CLASS (W) ON PF

ENTRY OF AMOSD_WO NOT VALID FOR MIL_PERS_CLASS (E) ON PF

ENTRY OF ASI INCOMPATIBLE WITH UNKNOWN SPECIALTY SKILL IDENTIFIER

ENTRY OF ASI_AMOSD_ENLD NOT VALID FOR MIL_PERS_CLASS (W) ON PF

ENTRY OF ASI_AMOSD_WO NOT VALID FOR MIL_PERS_CLASS (E) ON PF

ENTRY OF ASI_PMOSD_ENLD NOT VALID POR MIL_PERS_CLASS (W) ON PF

ENTRY OF ASI_PMOSD_WO NOT VALID FOR MIL_PERS_CLASS (E) ON PF

ENTRY OF ASI_SMOSD_ENLD NOT VALID FOR MIL_PERS_CLASS (W) ON PF

ENTRY OF AUTHORIZED LINE DESIGNATOR INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF AUTHORIZED PARAGRAPH DESIGNATOR INCOMPATIBLE WITH TRAINING
STATUS

ENTRY OF AVN_SVC_ENTRY DATE NOT ALLOWED FOR MIL_PERS_CLASS (E) ON PF

ENTRY OF BASIC BRANCH NOT VALID FOR MIL_PERS_CLASS (X) ON PF

ENTRY OF BASIC BRANCH REQUIRED FOR FED RECOG IDENT (C)

ENTRY OF COMMAND STATUS INCOMPATIBLE WITH MIL_PERS_CLASS (E) ON PF

ENTRY OF CUMULATIVE MONTHS OF EXTENSION NOT VALID FOR MIL_PERS_CLASS (X)
ON PF

ENTRY OF CURRENT UNIT PROCESSING CODE REQUIRED FOR OESTS CODE

ENTRY OF DATE OF MANDATORY REMOVAL NOT ALLOWED FOR MIL_PERS_CLASS (E)
ON PF

ENTRY OF DATE OF RANK RESERVE INCOMPATIBLE WITH MIL_PERS_CLASS (x) ON PF

ENTRY OF DATE OF RANK RESERVE NOT VALID FOR FED_RECOG_IDENT

ENTRY OF DATE OF RANK RESERVE REQUIRED FOR FED_RECOG_IDENT (B)

ENTRY OF DATE_PROJ_PRQM_ELIG INCOMPATIBLE WITH MIL_PERS_CLASS (E) ON PF

ENTRY OF DATE_RES_MGIB_ELIG_START INCOMPATIBLE WITH CIV EDUC LEVEL (X)
ON PF

ENTRY OF DATE_RES_MGIB_ELIG_START NOT VALID WITH RES_MGIB_ELIG_STAT

ENTRY OF DETAIL BRANCH NOT VALID FOR MIL_PERS_CLASS (X) ON PF

ENTRY OF DSG_CON_SP NOT VALID FOR MIL_PERS_CLASS (X) ON PF

ENTRY OF DUTY POSITION INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF DUTY POSITION QUALIFICATION INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF EXPIR_DATE_ATCH INCOMPATIBLE WITH UNKNOWN TYPE ATCH ON PF

ENTRY OF EXPIR_DATE_ING NOT ALLOWED FOR REC_STAT (X) ON PF

ENTRY OF GRADE CHANGE WAIVER NOT VALID FOR FED_RECOG_IDENT

ENTRY OF GRADE HOW ACQUIRED CODE NOT VALID FOR FED_RECOG_IDENT

ENTRY OF GRADE HOW ACQUIRED CODE REQUIRED FOR FED_RECOG_IDENT (B)

ENTRY OF GRADE_ABBR_CODE INVALID FOR FED_RECOG_IDENT

ENTRY OF GRADE ABBR CODE IS REQUIRED FOR FED RECOG IDENT (B)

ENTRY OF INDIVIDUAL HEIGHT INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF INDIVIDUAL WEIGHT INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF MANDATORY REMOVAL REASON NOT ALLOWED FOR MIL_PERS_CLASS
(E) ON PF

ENTRY OF MOS_TEST_SCORE IS REQUIRED FOR MOS TESTED

ENTRY OF NBR_MO_ACT_FED_SER INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF PHYSICAL CATEGORY INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF PHYSICAL PROFILE SERIAL INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF PMOSD_ENLD INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF PMOSD_ENLD NOT VALID FOR MIL_PERS_CLASS (W) ON PF

ENTRY OF PMOSD_ENLD_BASIS_ACQ INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF PMOSD_ENLD_BASIS_ACQ NOT VALID FOR MIL_PERS_CLASS (W) ON PF

ENTRY OF PMOSD_WO NOT VALID FOR MIL_PERS_CLASS (E) ON PF

ENTRY OF PMOSD_WO NOT VALID FOR MIL_PERS_CLASS (O) ON PF

ENTRY OF PMOSD_WO REQUIRED WITH FED_RECOG_IDENT (D)

ENTRY OF POSN_NUMBER_EXCESS_INDIVIDUAL INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF PREVIOUS PAYROLL NUMBER REQUIRED FOR ASSIGNMENT LOSS REASON
(A6)

ENTRY OF PREVIOUS UPC IS REQUIRED FOR ASSIGNMENT LOSS REASON (A6)

ENTRY OF PREV_INPUT_STATION_NBR REQUIRED FOR ASSIGNMENT LOSS REASON (A6)

ENTRY OF PROFICIENCY PAY DATE INCOMPATIBLE WITH MIL_PERS_CLASS (X) ON PF

ENTRY OF PROFICIENCY PAY STATUS INCOMPATIBLE WITH MIL_PERS_CLASS (X) ON PF

ENTRY OF SMOSD_ENLD NOT VALID FOR MIL_PERS_CLASS (W) ON PF

ENTRY OF SRC_CMSN_WRNT NOT ALLOWED FOR MIL_PERS_CLASS (E) ON PF

ENTRY OF SRC_ORIG_ENL_IND NOT ALLOWED FOR MIL_PERS_CLASS (X) ON PF

ENTRY OF TOT_FED_OFF_SVC_DATE NOT ALLOWED FOR MIL_PERS_CLASS (E) ON PF

ENTRY OF UNIT PROCESSING CODE REQUIRED WITH ENTRY OF ATTACHMENT CODE

ENTRY OF WEIGHT INDIVIDUAL INCOMPATIBLE WITH TRAINING STATUS

ENTRY OF YR_MO_LAST_PHYS_EXAM INCOMPATIBLE WITH TRAINING STATUS

ERROR IN DAILY.SH
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN MONTHLY.SH
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN QUARTERLY.SH
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIARCHPL
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIARCHTH
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIASTED
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIASTEOD
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIAUTO
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIDAUT
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIERRP

Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI14PB
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIORIG
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIPASS
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIQUERY
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIRPAS
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SIOO8O
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI0430
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI0440
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI0880
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI121O
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1240
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1420
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1460
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1620
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1650
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1670
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1680

Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1710
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1770
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1790
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1820
Ask DPI to check programs, ownerships, groups, and permissions.

ERROR IN SI1870
Ask DPI to check programs, ownerships, groups, and permissions.

EATS DATE ON PF IS UNKNOWN; TIER TRANSACTION MUST BE INPUT FIRST

EXPIRATION DATE OF ATTACHMENT MAY NOT BE ENTERED FOR ATTACHMENT CODE (D)

EXPIRATION DATE OF ATTACHMENT MUST BE ENTERED FOR ATTACHMENT CODES A, B, OR C

EXPIRATION TERM OF SERVICE DATE INCOMPATIBLE WITH TERM ENLISTMENT RESERVE

FED_RECOG_IDENT INCOMPATIBLE WITH POSN_NBR_EX_IND (XXXX) ON PF

FIRST ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH POSC

FIRST ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH POSC (XXXXX) ON ASF

FIRST ADDITIONAL SKILL IDENTIFIER (XX) ON ASF INCOMPATIBLE WITH POSC

FIRST ADDITIONAL SKILL IDENTIFIER (XX) ON ASF INCOMPATIBLE WITH POSC (XXXXX) ON ASF

FRG TRANSACTION MAY NOT BE PERFORMED WITH QUAL_SE_RET_IDENT (D) ON PF

FUTURE DATE NOT ALLOWED

GRADE ABBREVIATION CODE INCOMPATIBLE WITH MIL_PERS_CLASS (E) ON PF

GRADE ABBREVIATION CODE (XXXX) INCOMPATIBLE WITH POSN_NBR_EX IND (XXXX) ON PF

GRADE ABBREVIATION CODE (XXXX) ON PF INCOMPATIBLE WITH TRAINING STATUS

GRADE CHANGE WAIVER INCOMPATIBLE WITH POSN_NBR_EX IND (XXXXXX) ON PF

GRADE CHANGE WAIVER (D1) IS NECESSARY FOR DOR_RES (XXXXXX) ON PF

GRADE CHANGE WAIVER (D5) IS NECESSARY FOR PEBD (XXXXXX) ON PF

GRADE CHANGE WAIVER (XX) INCOMPATIBLE WITH DATE_MAND_REM_RSN (XXXXXX) ON PF

GRADE FOR GR ABBR CODE MUST BE < GRADE FOR (XXXX) ON PF FOR GR_HOW_ACQ_CODE

GRADE FOR GR ABBR CODE MUST EQUAL GRADE FOR (XXXX) ON PF FOR GR_HOW_ACQ_CODE

GRADE FOR GR ABBR CODE MUST BE > GRADE FOR (XXXX) ON PF FOR GR_HOW_ACQ_CODE

GRADE HOW ACQUIRED CODE INCOMPATIBLE WITH FED_RECOG_IDENT (B)

GRADE HOW ACQUIRED CODE INCOMPATIBLE WITH QUAL_SE_RET_IDENT (D) ON PF

GRADE MUST BE ONE HIGHER THAN GRADE FOR (XXXX) ON PF FOR GR_HOW_ACQ_CODE

GRADE NOT SAME AS GRADE OF GRADE_ABBR_CODE (XXXX) ON PF

GRADE ON AUTHORIZED STRENGTH FILE IS UNKNOWN; ENTRY IS REQUIRED

GRADE MPC (X) OF GR_ABBR_CODE INCOMPATIBLE WITH MPC (X) OF ASG_LOSS_RSN (XX)

GR_ABBR_CODE INCOMPATIBLE WITH SCTY CLNC (X) ON PF OR SCTY_INVES_STAT (X) ON PF

GR_ABBR_CODE (XXXX) ON PF INCOMPATIBLE WITH PROMOTION CONSIDERATION CODE

HI_MIL_COL_CRS_COMPL MAY NOT BE ENTERED FOR MIL_PERS_CLASS (E) ON PF

HOW CAN YOUR ENDING POINT BE BEFORE YOUR STARTING POINT?

INCENTIVE PAY NUMBER ONE INCOMPATIBLE WITH CURRENT AERONAUTICAL RATING

INCENTIVE PAY NUMBER TWO INCOMPATIBLE WITH CURRENT AERONAUTICAL RATING

INCOMPATIBILITY ERROR: EATS_DATE, DOB (XXXXXX) ON PF, TERM_ENL_RES, RET_WVR

INCOMPATIBILITY ERROR: TERM OF ENLISTMENT RESERVE, RET_WVR, PEBD (XXXXXX) ON PF

INCOMPATIBLE DUTY POSITION QUALIFICATION (X) ON PF; INPUT DPOS TRANSACTION FIRST

INDIVIDUAL SERVING PAST MRD (XXXXXX) ON PF; GRADE CHANGE WAIVER REQUIRED

INVALID ASSIGNMENT LOSS REASON FOR NPSG TRANSACTION

INVALID ASSIGNMENT LOSS REASON FOR PSG TRANSACTION

INVALID ASSIGNMENT LOSS REASON FOR RING TRANSACTION

INVALID CHOICE SELECTED

INVALID COMMAND ENTERED

INVALID DATA ENTERED

INVALID DATA ENTERED - AUTHORIZED STRENGTH EXCEEDS 150

INVALID DATA ENTERED - REQUIRED STRENGTH EXCEEDS 150

INVALID DATE ENTERED

INVALID DUTY LANGUAGE ENTERED

INVALID FIRST ADDITIONAL SKILL IDENTIFIER ENTERED

INVALID GRADE ABBREVIATION CODE FOR GRCD TRANSACTION

INVALID GRADE ABBREVIATION CODE (XXXX) ON PF

INVALID GRADE HOW ACQUIRED CODE FOR GRCH TRANSACTION

INVALID GRADE (XX) ON ASF; ENTRY IS REQUIRED

INVALID GRADE_ABBR_CODE (XXXX) ON PF FOR GRCH TRANSACTION

INVALID GRADE_ABBR_CODE (XXXX) ON PF FOR FRG TRANSACTION

INVALID GRADE_ABBR_CODE (XXXX) ON PF FOR IADT TRANSACTION

INVALID GRADE_ABBR_CODE (XXXX) ON PF FOR PCC TRANSACTION

INVALID GROUP CHANGE FIELD SELECTED

INVALID LANGUAGE IDENTITY ENTERED

INVALID LANGUAGE IDENTITY (XX) ON ASF

INVALID OPERATION ENTERED

INVALID ORIGINATOR CODE

INVALID PHYSICAL CATEGORY FOR NPSG TRANSACTION

INVALID PHYSICAL CATEGORY FOR PSG TRANSACTION

INVALID SECOND ADDITIONAL SKILL IDENTIFIER ENTERED

INVALID SELECT OPTION ENTERED

INVALID SELECTION

INVALID TRAINING STATUS FOR IADT TRANSACTION

INVALID TRANSACTION MNEMONIC

INVALID TRANSACTION MNEMONIC FOR ORGANIZATION MENU

MAJOR SUBJECT OF COLLEGE EDUCATION ON PF IS UNKNOWN; DATA MUST BE
ENTERED

MANDATORY REMOVAL REASON INCOMPATIBLE WITH CIV_ EMPL (X) ON PF

MANDATORY REMOVAL REASON INCOMPATIBLE WITH TWENTY_YR_CERT_STAT (X) ON PF

MAND REM RSN INCOMPATIBLE WITH EXPIRED EXPIR_STAT_MIL_OBLG_DATE (XXXXXX)
ON PF

MAND REM RSN INCOMPATIBLE WITH UNKNOWN EXPIR STAT MIL OBLG DATE ON PF

MIL_PERS_CLASS OF GRADE_ABBR_CODE INCOMPATIBLE WITH MIL_PERS_CLASS (X)
ON PF

MIL_PERS_CLASS (X) ON DATABASE INVALID FOR TRANSACTION

MOS (XXXXX) OF DUTY POSITION ON PF INCOMPATIBLE WITH PROFICIENCY PAY
STATUS

NAME DOES NOT MATCH LAST NAME FOR SSN

NCO EDUCATION ENROLLED MAY NOT BE ENTERED FOR MIL_PERS_CLASS (X) ON PF

NO ENTRY EXISTS ON PF IN CURR UPC WITH REC_STAT (G,S) AND ACT_STAT_PROG
NOT 'Z'

NO ENTRY EXISTS ON PF IN UPC WITH REC_STAT (S) AND ACT_STAT_PROG (Z)

NO RECORDS FOUND ON DATABASE WITH REQUIRED RECORD STATUS (X)

NO WORK EXISTS WITH SPECIFIED USER ID AND BATCH NUMBER

NUMBER OF EXEMPTIONS INCOMPATIBLE WITH ADDITIONAL WITHHOLDING TAX

NUMBER OF EXEMPTIONS INCOMPATIBLE WITH ADDITIONAL WITHHOLDING TAX (XXX)
ON PF

NUMBER OF EXEMPTIONS (XXX) ON PF INCOMPATIBLE WITH ADDITIONAL
WITHHOLDING TAX

OIUL TRANSACTION IS BEING PROCESSED AT ANOTHER TERMINAL; PLEASE TRY
LATER

OIUR TRANSACTION IS BEING PROCESSED AT ANOTHER TERMINAL; PLEASE TRY
LATER

ONLY C, D, N, Q ARE VALID ENLSTMT_REENL_BONUS_ENTL CODES FOR EXT
TRANSACTION

ORGANIZATION TRANSACTION MUST BE PROCESSED THROUGH THE ORGANIZATION MENU

ORIGINATOR CODE NOT ON FILE

OTHER TRANSACTIONS BEING PROCESSED; PLEASE TRY OIUL TRANSACTION LATER...

OTHER TRANSACTIONS BEING PROCESSED; PLEASE TRY OIUR TRANSACTION LATER...

PAY ENTRY BASIC DATE ON PF IS UNKNOWN; PEBD TRANSACTION MUST BE INPUT
FIRST

PHYSICAL CATEGORY INCOMPATIBLE WITH PHYSICAL PROFILE SERIAL

PLEASE CHOOSE AN OPTION FROM THE TOP BLOCK BEFORE ENTERING A NEW QUERY

PLEASE CHOOSE AN OPTION FROM THE TOP BLOCK BEFORE EXECUTING A NEW QUERY

PLEASE SPECIFY THE ENTIRE VALUE (2 CHARACTERS) TO BE REPLACED

POSC INCOMPATIBLE WITH GRADE

POSC INCOMPATIBLE WITH GRADE (XX) ON ASF

POSC INCOMPATIBLE WITH SECURITY

POSC INCOMPATIBLE WITH SECURITY (X) ON ASF

POSC NOT FOUND ON SMEF

POSC OF DUTY POSITION INCOMPATIBLE WITH POSC OF AUTHORIZED STRENGTH FILE

POSC ON ASF IS UNKNOWN; ENTRY IS REQUIRED

POSC (XXXXX) ON ASF INCOMPATIBLE WITH GRADE

POSC (XXXXX) ON ASF INCOMPATIBLE WITH GRADE (XX) ON ASF

POSC (XXXXX) ON ASF INCOMPATIBLE WITH SECURITY

POSC (XXXXX) ON ASF INCOMPATIBLE WITH SECURITY (X) ON ASF

POSC (XXXXX) ON ASF NOT FOUND ON SMEF

POSN_NBR_EX IND (XXXX) ON PF INCOMPATIBLE WITH PEBD (XXXXXX) ON PF

PREVIOUS RECORD STATUS IS UNKNOWN; PRSC TRANSACTION MUST BE INPUT FIRST

PROCUREMENT PROGRAM INCOMPATIBLE WITH MIL_PERS_CLASS (E) GENERATED

PROCUREMENT PROGRAM INCOMPATIBLE WITH MIL_PERS_CLASS (O) GENERATED

PROCUREMENT PROGRAM INCOMPATIBLE WITH MIL_PERS_CLASS (W) GENERATED

PROCUREMENT PROGRAM INCOMPATIBLE WITH MIL_PERS_CLASS (X) ON PF

RECORD ALREADY EXISTS ON DATABASE

RECORD STATUS NOT VALID FOR CREL TRANSACTION

REQUIRED STRENGTH ON ASF IS NOT NUMERIC; ENTRY IS REQUIRED

REQUIRED STRENGTH ON ASF IS 0; ENTRY IS REQUIRED

REQUIRED STRENGTH (XXXXX) ON ASF EXCEEDS 150

RES_MGIB_ELIG_STAT INCOMPATIBLE WITH UNKNOWN

DATE_RES_MGIB_ELIG START ON PF

RETENTION WAIVER INCOMPATIBLE WITH DATE OF BIRTH (XXXXXX) ON PF OR EATS
DATE

RET_WVR, EATS_DATE (XXXXXX) ON PF, PEBD (XXXXX) ON PF, MO_CURR_EXT
INCOMPATIBLE

SCTY_CLNC (X) ON PF INCOMPATIBLE WITH SCTY_CLNC (X) FOR POSC IAW SMEF

SECOND ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH POSC

SECOND ADDITIONAL SKILL IDENTIFIER INCOMPATIBLE WITH POSC (XXXXX) ON ASF

SECOND ADDITIONAL SKILL IDENTIFIER (XX) ON ASF INCOMPATIBLE WITH POSC

SECOND ADDITIONAL SKILL IDENTIFIER (XX) ON ASF INCOMPATIBLE WITH POSC
(XXXXX) ON ASF

SECURITY CLEARANCE INCOMPATIBLE WITH GRADE ABBREVIATION CODE

SECURITY CLEARANCE REQUIRED ON ASF IS UNKNOWN; ENTRY IS REQUIRED

SECURITY CLEARANCE REQUIRED (X) ON ASF IS INVALID; ENTRY IS REQUIRED

SECURITY INVESTIGATION STATUS INCOMPATIBLE WITH MIL_PERS_CLASS (E)
GENERATED

SELECTION DENIED
You are not authorized to use this option. You must have Supervisory
Access (Level 1).

SIASTEOD: Not enough parameters.

SIASTEOD: Invalid userid/password.

SKILL LEVEL INCOMPATIBLE WITH GRADE

SORRY TOO MANY MISTAKES
Verify your user ID and password. If you have entered a valid user ID
and password, contact the DBA.

SOURCE COMMISSION/WARRANT INCOMPATIBLE WITH BASIC BRANCH

SOURCE COMMISSION/WARRANT INCOMPATIBLE WITH BASIC BRANCH (XX) ON PF

SOURCE COMMISSION/WARRANT INCOMPATIBLE WITH CURR_AERO_RT (X) ON PF

SRC_CMSN_WRNT INCOMPATIBLE WITH CURRENT AERONAUTICAL RATING

SSI INCOMPATIBLE WITH SECURITY

SSI NOT FOUND ON SMEF

SSN ALREADY EXISTS FOR ANOTHER RECORD ON PF WITH RECORD STATUS (X)

SSN MUST BE NUMERIC

SSN NOT FOUND

SQI INCOMPATIBLE WITH POSC

SQI (X) INCOMPATIBLE WITH POSC (XXXXX) ON ASF

STRENGTH MUST BE NUMERIC AND MUST NOT EXCEED 150

TERM_ENL_RES SHOULD EQUAL EATS_DATE MINUS DATE_ASG_LOSS_RSN (XXXXXX)

TFOS_DATE PRIOR TO PEBD (XXXXXX) ON PF; PEBD TRANSACTION MAY BE
NECESSARY

THIS SSN IS BEING PROCESSED AT ANOTHER TERMINAL; PLEASE TRY LATER ...

THIS UPC IS BEING PROCESSED AT ANOTHER TERMINAL; PLEASE TRY LATER...

THREE WAIVER CONDITIONS ALREADY EXIST ON PF; ONLY ONE MAY BE ADDED

TIME LIMIT HAS BEEN EXCEEDED FOR USE OF THIS TRANSACTION; PSG NOW REQUIRED

TOTAL FEDERAL OFFICER SERVICE DATE CANNOT BE EARLIER THAN PAY ENTRY BASIC DATE

TRAINING STATUS INCOMPATIBLE WITH TRAINING STATUS (X) ON PF

TWENTY_YR_CERT_STAT INCOMPATIBLE WITH TOT_YR_SAT_SVC_RET (XX) ON PF

TWO WAIVER CONDITIONS ALREADY EXIST ON PF; ONLY ONE MAY BE ADDED

TYPE ATTACHMENT INCOMPATIBLE WITH ATTACHMENT CODE

TYPE ATTACHMENT INCOMPATIBLE WITH ATTACHMENT CODE (D)

TYPE ATTACHMENT (31) INCOMPATIBLE WITH ATTACHMENT CODES A, B, OR C

TYPE OF CHANGE CODE MUST BE 'A'

UNIT EMPTY; NO ENTRY EXISTS ON PF WITH CURR_UPC AND REC_STAT (G,M,S)

UNIT EMPTY; NO ENTRY EXISTS ON PF WITH CURR_UPC AND REC_STAT (G,S)

UNIT NOT EMPTY; ENTRY EXISTS ON PF FOR SSN (XXXXXXXXX) WITH CURR UPC (XXXXX)

UNIT NOT EMPTY; ENTRY EXISTS ON PF FOR SSN (XXXXXXXXX) WITH UPC ATCH (XXXXX)

UNIT PROCESSING CODE FOUND ON OF - INVALID CONDITION FOR TYPE ATTACHMENT

UNIT PROCESSING CODE MAY NOT BE ENTERED WITHOUT AN ATTACHMENT CODE ENTRY

UNIT PROCESSING CODE NOT FOUND ON OF - INVALID CONDITION FOR TYPE ATTACHMENT

UNKNOWN DUTY POSITION ON PF INCOMPATIBLE WITH PROFICIENCY PAY STATUS

UNKNOWN GRADE CHANGE WAIVER INCOMPATIBLE WITH POSN_NBR_EX_IND (XXXX) ON PF

UPC IS NOT PROPER LENGTH; 5 CHARACTERS MUST BE ENTERED

UPC NOT FOUND ON ORGANIZATION FILE

UPC OF ATTACHMENT EXISTS ON OF; UPC INCOMPATIBLE WITH TYPE ATTACHMENT

UPC OF ATTACHMENT NOT ON OF; UPC INCOMPATIBLE WITH TYPE ATTACHMENT

USE OF GRADE HOW ACQUIRED CODE INCOMPATIBLE WITH GRADE ABBREVIATION CODE

WEIGHT (XXX) SHOULD BE ACCOMPANIED WITH ENLISTMENT WAIVER CONDITION (WI)

WARNING: THIS WORK BATCH ALREADY EXISTS

WORK BATCH IS FULL; PLEASE SELECT ANOTHER

WORK BATCH IS NOW FULL

YOU MUST HAVE FORGOTTEN TO MAKE AN ENTRY; PLEASE TRY AGAIN

YOU MUST HAVE FORGOTTEN TO SPECIFY THE DESIRED VALUE

F.2 Error Mnemonics. These mnemonics identify error
conditions that were discovered as a result of compatibility
edits performed by the system. Transactions containing
these errors will be listed as "Unprocessed Transactions" on
output products PCN: GPFD-0880, Personnel Transaction
Register by Unit, and GPFM-1460, Unresolved Error Report by
Unit. The type of transaction, reason for the error
condition, and required corrective action are shown below:

ERROR MNEMONIC	TRANS-ACTION	REASON AND REQUIRED CORRECTIVE ACTION
ADW	NPSG	ADD-WH-TAX is not compatible with DESNBREXEM. The service member must have "0" exemptions to request additional withholding. Input "TAX" transaction with corrected data.
BBR	NPSG PSG	SRC-CMSN-WRNT is not compatible with BASIC-BR. SRC-CMSN-WRNT of "6" requires BASIC-BR to be AN, CH, DE, JA, MC, or VC. Input "MISC" transaction to correct BASIC-BR or input "IPCD" transaction to correct SRC-CMSN-WRNT.
BSW	PSG	BENEF-STAT-WVR-CODE is not compatible with DAYS-WVD. Input of "2" or "4" requires DAYS-WVD to contain a numeric value. Input "BSWC" transaction to correct.
CEF	NPSG	CIV-EDUC-LEVEL is not compatible with AFQT-PCTL. CIV-EDUC-LEVEL of "9" requires an AFQT-PCTL score of "021" or higher. Input "AFTS" to correct. or CIV-EDUC-LEVEL is less than high school senior and requires an AFQT-PCTL score of "031" or higher. Input "AFTS" transaction to correct.
CTR	NPSG PSG	CTZSP-STAT-US-ORGN is not compatible with SGMIL-PERS-CLASS. MIL-PERS-CLASS of "O" or "W" must be U.S. citizen. Input "CITZ" transaction to correct.

ERROR MNEMONIC	TRANS- ACTION	REASON AND REQUIRED CORRECTIVE ACTION
DBE	NPSG	DOB indicates member is too young for enlistment/appointment. Input "DOB" transaction to correct.
DBO	NPSG	DOB indicates enlisted individual is too old for enlistment. Input "DOB" transaction to correct.
DTE	PSG	TFOS-DATE is not compatible with PEBD. TFOS-DATE cannot be prior to PEBD. Input "AVDA" transaction to correct TFOS-DATE or "PEBD" transaction to correct PEBD.
EBO	NPSG	ENLSTMT-REENL-BONUS-ENTL is not compatible with ENL-OPT-PD. ENLSTMT-REENL-BONUS-ENTL of "A" or "B" requires ENL-OPT-PD of "4" or "5". Input "ENOP" transaction to correct ENL-OPT-PD or "ERBR" transaction to correct ENLSTMT-REENL-BONUS-ENTL. ·
GED	PSG	CIV-EDUC-LEVEL is not compatible with GR-ABBR-CODE. Grade of E-6 or higher requires CIV-EDUC-LEVEL of high school or above. Input "CEDL" transaction to correct.
IPP	NPSG	PROCURE-PROG of INITIAL PROCUREMENT is not compatible with MIL-PERS-CLASS.

IPP (NPSG continued):

    a.   MIL-PERS-CLASS of "E" requires a PROCURE-PROG of AA, AB, AC, AD, AE, AG, AH, AP, AX, BA, BB, BJ, or BM.

    b.   MIL-PERS-CLASS of "W" requires a PROCURE-PROG of AI, AV, BK, or BM.

    c.   MIL-PERS-CLASS of "O" requires a PROCURE-PROG of AE, AI, AK, AP, BC, BD, BE, BL, or BM.

Input "IPCD" transaction to correct.

ERROR MNEMONIC	TRANS- ACTION	REASON AND REQUIRED CORRECTIVE ACTION
IPP	PSG	PROCURE-PROG of CURRENT PROCUREMENT is not compatible with MIL-PERS-CLASS.

    a.   MIL-PERS-CLASS of "E" requires a PROCURE-PROG of AA, AB, AC, AD, AE, AG, AH, AP, AX, BA, BB, BJ, or BM.

    b.   MIL-PERS-CLASS of "W" requires a PROCURE-PROG of AI, AV, BK, or BM.

    c.   MIL-PERS-CLASS of "O" requires a PROCURE-PROG of AE, AI, AK, AP, BC, BD, BE, BL, or BM.

Input "CPSD" transaction to correct.

IPX	PSG	Current Aeronautical Rating is equal to spaces or "Y" for individual awarded an Incentive Pay Number One for flight pay. Input "AVDA" or "IPAY" transaction to correct.
IPY	PSG	Current Aeronautical Rating is equal to spaces or "Y" for individual awarded an Incentive Pay Number Two for flight pay. Input "AVDA" or "IPAY" transaction to correct.
PCS	PSG	PROCURE-PROG of CURR-PROC is not compatible with MIL-PERS-CLASS.

    a.   MIL-PERS-CLASS of "E" requires a PROCURE-PROG of BA, BB, BE, BF, BG, BH, BI, BJ, or BM.

    b.   MIL-PERS-CLASS of "W" requires a PROCURE-PROG of AT, AU, AV, AW, BG, BH, BK, or BM.

    c.   MIL-PERS-CLASS of "O" requires a PROCURE-PROG of AI, AN, AO, AP, AQ, BC, BE, BF, BG, BH, BL, or BM.

Input "CPSD" transaction to correct.

ERROR MNEMONIC	TRANS-ACTION	REASON AND REQUIRED CORRECTIVE ACTION
PSC	NPSG PSG	PHYS-CAT is not compatible with PHYS-PRFL-SER. PHYS-CAT of "A" requires "1" in all positions of PHYS-PRFL-SER. PHYS-CAT of "B" requires "2" in at least one of the positions of PHYS-PRFL-SER. PHYS-CAT "C" requires "3" in at least one of the positions of PHYS-PRFL-SER. Input "PHYS" transaction to correct.
QSC	PSG	GR-ABBR-CODE is not compatible with SCTYCLNC. GR-ABBR-CODE of MSG8, ISGY, SGMR, or CSM9 requires a minimum clearance of Secret or favorable NAC completed. Action must be taken to award proper clearance or security investigation status. Input "SCYC" transaction to correct.
SCR	NPSG	SRC-CMSN-WRNT is not compatible with CURR-AERO-RT. SRC-CMSN-WRNT is "8" and CURR-AERO-RT is not "1", "2", or "3". Input "AVDA" transaction to correct CURR-AERO-RT or input "IPCD" transaction to correct SRC-CMSN-WRNT.
SIS	NPSG PSG	SCTY-INVES-STAT is not compatible with CITIZENSHIP-STATUS for enlisted individual. ENTNAC/NAC required to be initiated or completed. Input "SCYC" transaction to correct/award.
TOE	NPSG	EATS-DATE minus PEBD on SPF does not equal TERM-ENLSMT-RES. Input "TIER" with correct TERM-ENLSTMT-RES.
TSC	NPSG PSG	TECH-SSVC-CODE is not compatible with CIV-EMPL. TECH-SSVC-CODE of "M", "T", "U", or "Z" must have a CIV-EMPL of "K". Input "CIVO" transaction to correct.

ERROR MNEMONIC	TRANS- ACTION	REASON AND REQUIRED CORRECTIVE ACTION
WGT	NPSG PSG	WGT-IND is not in the legal range of "090" through "267". Weight between 85-89 or 268-300 requires WVR-COND of "WI" for enlisted individuals. Input "EWCD" transaction to correct WVR-COND or "PHYS" transaction to correct WGT-IND.

F.3 Advisory Messages. These are informative messages which alert SIB personnel and commanders of conditions requiring an action:

ADVISORY MESSAGE	DEFINITION
2	Attached individual is entering Active Duty Training or being transferred.
14	Basic Branch is AN, CH, DE, JA, MC, MS, SP or VC. Date of Mandatory Removal may need to be readjusted, based on the award of constructive credit.
29	Advise MPMO that individual has failed an SQT for _____ consecutive times on any MOS.
30	Advise MPMO that individual has failed an SQT four consecutive times on any MOS; counter has been reset to zero.
66	G.I. Bill eligibility status is unknown. Validate eligibility requirements and input "MGIB" transaction to establish eligibility status.
67	Member returned from ING and is not eligible for G.I. Bill. Must extend by the period of service in ING.
68	Member is enrolled in SMP program. Validate scholarship or non-scholarship status and input "MGIB" for corrective action.
81	Individual is within a year of mandatory promotion.
93	Payroll Number is unknown. Enter "OIUG" transaction to correct.

SIDPERS-FOL END USER MANUAL

APPENDIX G

LOCAL SUPPLEMENTAL DATABASE

TABLE OF CONTENTS

APPENDIX G

LOCAL SUPPLEMENTAL DATABASE

G.1 Content. This appendix contains input screen formats
and procedures for the Local Supplemental Database (LSDB)
categories. The procedures explain the composition rules of
allocated field lengths, grammar, and usage of terms and
abbreviations.

G.2 References. The following unclassified documents are
references to the LSDB:

  a. NGB Pam 25-10, Standard Installation/Division
      Personnel Systems Technical documentation,
      Undated.

  b. NGR 600-200, Chapter 6, Promotion and Reduction
      Policy, draft revision, 12 December 1994.

  c. AR 380-5, Department of the Army Information
      Security Program, 25 February 1988.

  d. AISM 25-P19-HSD-SPY-FD, Army National Guard,
      Standard Installation/Division Personnel System
      (SIDPERS), Functional Description (FD), 6 September
      1991.

G.3 Access Security. Database access is gained through the
SIDPERS-ARNG System and similar restrictions to the SIDPERS-
ARNG System are applicable to the LSDB. However, this is
applicable only if the LSDB screens are accessed through the
SIDPERS-ARNG menu. Otherwise, restrictions to access an
LSDB screen will apply, relative to the file permissions set
by the DBA.

G.4 Overview. The LSDB is a computer-supported, management
information database designed to support unique local data
processing. The LSDB allows the end user to maintain a
database of local data for all SIDPERS-ARNG records.
Reports may be prepared for management or other authorized
personnel as required by using SQL Statements. Please refer

to your ORACLE SQL documentation for usage of SQL
statements.

G.5 System Environment. The application will run on the
Unisys 5000/80/90 using the UNIX operating system and the
ORACLE Relational Database Management System (RDBMS).

G.5.1 Hardware Required. The same hardware that applies to
the SIDPERS-ARNG System applies to the LSDB. The size of
the database is relative to the number of personnel records
expected to be entered and depends on the current size of
the SIDPERS-ARNG database. For database sizing purposes,
plan for the equivalent size of the SIDPERS-ARNG database as
a maximum.

G.5.2 Software Required. The same software that applies to
the SIDPERS-ARNG system applies to the LSDB. Since the LSDB
was initially developed under ORACLE Forms v2.3, additional
software used to make the LSDB screens work under this
version, as a minimum, is required. Please refer technical
questions to your DBA or SA.

G.6 Contingencies and Alternate Modes of Operation. Local
policies and procedures developed by the SIDPERS Interface
Branch (SIB) will prescribe contingency planning and the
alternative modes of operation during periods when SIDPERS-
ARNG and the LSDB databases are not operational for any
reason.

G.7 Assistance and Problem Reporting. Questions regarding
the operation of the LSDB should first be researched in this
manual. If the answer cannot be found here, end users
should contact their supervisors who may refer the question
to the DBA or SA, as appropriate.

G.8 Access to the Database. There are two methods to
access the LSDB screens. First, the SIDPERS-ARNG Main Menu
is used to gain access to the screens. Figure G.9-1 shows
the SIDPERS-ARNG Menu with the LSDB option. A second method
bypasses the SIDPERS-ARNG Main Menu. At the system prompt,
type: **lsdb username password** and press [RETURN]. This
displays the LSDB Menu. A user may perform online

maintenance of a LSDB personnel record for one or all categories in the same session. The LSDB records correspond to the records in the SIDPERS-ARNG database records.

G.8.1 Categories. The following categories comprise the LSDB:

a. Language Proficiency. This category allows online maintenance of Language data fields. Up to three different languages may be entered for each personnel record.

b. Medical. This category allows online maintenance of medical data fields. Two screens are used for this category. Several data fields have multiple occurrences.

c. Miscellaneous. This category allows online maintenance of miscellaneous data fields such as work phone number and BESD.

d. Personnel Security Investigation. This category allows online maintenance of data fields which address an individual's security clearance status.

e. Personnel Awards. This category allows online maintenance of data fields for Federal and state awards. Up to twenty awards may be entered for an individual. Of the twenty award entries, 12 are for Federal and eight are for state.

f. Select, Train, Promote, and Assign. This category allows online maintenance of data fields used for selecting, training, promoting, and assigning the best qualified individual for the correct position.

g. Suspension of Favorable Personnel Actions. This category allows online maintenance of data fields for the flagging or unflagging of an individual's record to indicate personnel actions. Up to five flags are possible per individual.

To work in one of the categories, select it from the LSDB
Main Menu. If you are not authorized to use a particular
category, you will not be able to access it.

G.8.2 Reports. This function retrieves information from the
SIDPERS database and produces hard-copy reports. Appendix H
contains the formats and descriptions for all LSDB reports.

G.9 Initiating a Session or Individual Category Selection.
Before you can begin working with the LSDB, you must first
log into the UNIX operating system, the ORACLE RDBMS, and
SIDPERS. When the SIDPERS-ARNG Main Menu (shown in Figure
G.9-1) is displayed, select the LSDB Menu by highlighting
the '07 LOCAL SUPPLEMENTAL DATABASE' option using the [↑]
[UP ARROW] or [↓][DOWN ARROW] and press [RETURN]. You can
also select this option by typing 7 and pressing [RETURN].

```
+-------------------------------------------------------------------+
|                        S I D P E R S - A R N G                    |
|                                                                   |
| MM/DD/YY                  VERSION 4.1                  HH:MM:SS    |
|                                                                   |
|                           MAIN MENU                               |
|                                                                   |
|          01      ADMINISTRATIVE FUNCTIONS                         |
|          02      REPORTS                                          |
|          03      PERSONNEL ACTIONS                                |
|          04      QUERIES                                          |
|          05      ORGANIZATIONAL PROCESSING                        |
|          06      LOCAL MENU                                       |
|          07      LOCAL SUPPLEMENTAL DATABASE                      |
|          99      EXIT                                             |
|                                                                   |
|                                                                   |
|                  PLEASE ENTER SELECTION: . .                      |
|                                                                   |
+-------------------------------------------------------------------+
```

Figure G.9-1. SIDPERS Main Menu Screen

After selecting this option, the Local Supplemental Database
Screen, similar to the one shown in Figure G.9-2 will be
displayed.

```
                         S I D P E R S - A R N G
MM/DD/YY           LOCAL SUPPLEMENTAL DATABASE MENU            HH:MM:SS
                              VERSION 1.3


            01    ALL CATEGORIES
            02    LANGUAGE PROFICIENCY
            03    MEDICAL
            04    MISCELLANEOUS
            05    PERSONNEL SECURITY INVESTIGATION
            06    PERSONNEL AWARDS
            07    SELECT, TRAIN, PROMOTE, AND ASSIGN
            08    SUSPENSION OF FAVORABLE PERSONNEL ACTIONS
            10    REPORTS
            98    RETURN
            99    EXIT


        PLEASE ENTER SELECTION: ..
```

Figure G.9-2. Local Supplemental Database Menu Screen

G.10 General Instructions.

   a. Required Data. Data must be entered in order for
       the system to accept the category transaction. It
       is highlighted with an asterisk (*).

   b. Optional Data. Data not always required for a
       category transaction to be accepted by the system
       is not highlighted.

   c. Control Data. Each screen contains control data
       that identifies the record to be updated or that
       will be affected by the input transaction. When
       '01 ALL CATEGORIES' is selected the user-specified
       control data, such as name, SSN, and originator
       code, are automatically passed from one screen to
       the next.

(1) <u>Last Name, First Five (5AN)</u>. The first five
characters of the last name of the individual
whose record is being affected by the trans-
action. Entry must be alphanumeric and con-
tain no spaces or punctuation. If the last
name of the individual contains less than five
characters, the entry will be left justified.
If the service member's last name is five or
more characters, the cursor moves to the next
field automatically.

EXAMPLE: RICE   (Rice, Jerry)
          SMITH   (Smith, Emmitt)

(2) <u>Social Security Number (9N)</u>. Enter the
individual's social security number. May not
be blank. Do not use spaces or punctuation.
The LSDB verifies the SSN and last name are
valid. If they are valid, the cursor moves to
the next field. If they are not valid, you
will be prompted to enter a valid SSN or last
name.

EXAMPLE: 123456789 (123-45-6789)

(3) <u>Originator Code (3AN)</u>. This code is created
at the SIB and is used to identify the initial
originator of the personnel action. It may
not be left blank. Creation of originator
codes will be in accordance with NGB Pam 25-
10, Standard Installation/Division Personnel
System Data Element Dictionary.

d. <u>Unit Processing Code (5AN)</u>. This code identifies
the unit to which the individual is attached. The
UPC field will automatically be filled after valid
verification is made of the SSN and the last name.
The cursor moves to the next field automatically.

EXAMPLE: PY1TB   (The UPC is the UIC, minus the
                     'W')

The following subparagraphs provide procedures for using the LSDB category screens. Before starting the procedures in these paragraphs, follow the normal procedures for logging into the SIDPERS System.

Note: The procedures for using the Reports function for LSDB are provided in Appendix H.

G.10.1 All Categories. To perform online maintenance for one LSDB personnel record on all categories, highlight the '01 ALL CATEGORIES' option using the [↑] [UP ARROW] or [↓] [DOWN ARROW] and press [RETURN]. You can also select this option by typing **1** and pressing [RETURN]. Otherwise, select the appropriate option to display a particular category.

Note: The '01 ALL CATEGORIES' option is available only when the SIDPERS-ARNG Main Menu is used to gain access to the LSDB Menu.

G.11 Categories.

G.11.1 Language Proficiency. To select this category from
the LSDB Menu, highlight '02 LANGUAGE PROFICIENCY' using the
[↑] [UP ARROW] or [↓] [DOWN ARROW] and press [RETURN]. You
can also select this option by typing **2** and pressing
[RETURN]. The Language Proficiency Screen, shown in Figure
G.11-1, is displayed.

```
                    S I D P E R S - A R N G
                 LANGUAGE PROFICIENCY CATEGORY

  LAST NAME (FIRST FIVE)        SSN              ORIG

 DLAB-SCORE      LANG-IDENT        FIRST     SECOND    THIRD
                 LANG-PROF-SRC-PRIM
                 LANG-PROF-SRC-SECD
 YRMO-DLAB-TST   LANG-LISTEN-EVAL-METHD
                 LANG-LISTEN-PROF-LVL
                 LANG-LISTEN-PROF-SCORE
                 LANG-LISTEN-PROF-SCORE-TYPE
                 LANG-READ-EVAL-METHD
                 LANG-READ-PROF-LVL
                 LANG-READ-PROF-SCORE
                 LAND-READ-PROF-SCORE-TYPE
                 LANG-SPEAK-EVAL-METHD
                 LANG-SPEAK-PROF-LVL
                 LANG-SPEAK-PROF-SCORE
                 YR-MO-PROF-TEST-LANG
```

Figure G.11-1. Language Proficiency Screen

PURPOSE: To add or update a service member's language
          proficiency.

REFERENCE: NGP (AR) 25-10.

SOURCE DOCUMENTS: DA Form 2-1
                    DA Form 3
                    Memorandum from Defense Language
                    Institute Foreign Language Center
                    (DLIFLC) Memorandum

CONTROL DATA: Enter the necessary control data. If option
'01 ALL CATEGORIES' was selected, the control data will be
entered for this screen only. The control data will auto-
matically be filled in on the subsequent screens.

DEFENSE LANGUAGE APTITUDE BATTERY SCORE (3AN): The standard
score attained by an examinee on the Defense Aptitude
battery.

    EXAMPLE: 85   (The entry will be left justified.)

YEAR-MONTH OF DEFENSE LANGUAGE APTITUDE (4N): The year and
month an individual was administered the Defense Language
Aptitude battery of tests. (USE 'YYMM' FORMAT)

    EXAMPLE: 9410   (1994 October)

LANGUAGE IDENTITY (2A, 3 OCCURRENCES): The system of verbal
and/or sign communication in general use among members of a
culture with any system of writing used to represent that
system of communication.

    EXAMPLE: KP   KOREAN

LANGUAGE PROFICIENCY SOURCE, PRIMARY (1A, 3 OCCURRENCES):
The primary origin of skill in a language.

    EXAMPLE: B   Defense Language Institute

LANGUAGE PROFICIENCY SOURCE, SECONDARY (1A, 3 OCCURRENCES):
The secondary origin of skill in a language.

    EXAMPLE: D   Home environment

<u>LANGUAGE LISTENING EVALUATION METHOD (1N, 3 OCCURRENCES)</u>:
The technique used to appraise listening ability in a
language.

    EXAMPLE: 1   DoD standardized test

<u>LANGUAGE LISTENING PROFICIENCY LEVEL (2N, 3 OCCURRENCES)</u>:
The demonstrated degree of listening skill of an individual
as determined by a language examination.

    EXAMPLE: 10   Elementary proficiency

<u>LANGUAGE LISTENING PROFICIENCY SCORE (2N, 3 OCCURRENCES)</u>:
The listening proficiency score attained by an individual on
the Defense Language Proficiency Test.

    EXAMPLE: 90   (The entry will be left justified.)

<u>LANGUAGE LISTENING PROFICIENCY SCORE TYPE (1A, 3
OCCURRENCES)</u>: The type of listening proficiency score
obtained on one of the Defense Language Proficiency Test
Series.

    EXAMPLE: R   Raw score (0-60)

<u>LANGUAGE READING EVALUATION METHOD (1N, 3 OCCURRENCES)</u>: The
technique used to appraise reading ability in a language.

    EXAMPLE: 2   Self appraisal

<u>LANGUAGE READING PROFICIENCY LEVEL (2N, 3 OCCURRENCES)</u>: The
demonstrated degree of reading skill of an individual as
determined by a language examination.

    EXAMPLE: 20   Limited working proficiency

<u>LANGUAGE READING PROFICIENCY SCORE (2N, 3 OCCURRENCES)</u>: The
reading proficiency score attained by an individual on the
Defense Language Proficiency Test.

    EXAMPLE: 95   (The entry will be left justified.)

<u>LANGUAGE READING PROFICIENCY SCORE TYPE (1A, 3 OCCURRENCES)</u>:
The type of reading proficiency score obtained on one of the
defense language proficiency test series.

    EXAMPLE: C   Converted score (0-99)

<u>LANGUAGE SPEAKING EVALUATION METHOD (1N, 3 OCCURRENCES)</u>:
The technique used to appraise speaking ability in a
language.

    EXAMPLE: 3   Interagency oral proficiency
                          interview

<u>LANGUAGE SPEAKING PROFICIENCY LEVEL (2N, 3 OCCURRENCES)</u>:
The demonstrated degree of speaking skill of an individual
as determined by a language examination.

    EXAMPLE: 30   General professional proficiency

<u>LANGUAGE SPEAKING PROFICIENCY TEST SCORE (2N, 3
OCCURRENCES)</u>: The speaking proficiency score attained by an
individual on the Defense Language Proficiency Test.

    EXAMPLE: 95   (The entry will be left justified.)

<u>YEAR-MONTH PROFICIENCY TEST - LANGUAGE (4N, 3 OCCURRENCES)</u>:
The year and month and individual was tested or interviewed
regarding proficiency in his/her language.

    EXAMPLE: 9501   (1995 January)

<u>END OF INPUT</u>

G.11.2 Medical. To select this category from the LSDB Menu,
highlight '03 MEDICAL' using the [↑] [UP ARROW] or [↓] [DOWN
ARROW] and press [RETURN]. You can also select this option
by typing **3** and pressing [RETURN]. The first Medical
Screen, shown in Figure G.11-2, is displayed.

```
┌─────────────────────────────────────────────────────────────────────┐
│                    S I D P E R S  -  A R N G                          │
│               MEDICAL CATEGORY               SCREEN 1 OF 2            │
├──────────────────────────────┬──────────────────┬───────────────────┤
│ LAST NAME (FIRST FIVE):       │ SSN              │ ORIG              │
├──────────────────────────────┴──────────────────┴───────────────────┤
│  PANO-DENT-XRAY-LOC:              YR-LAST-PANO-DENT-XRAY (YYYY):      │
│                                                                       │
│  MIL-PHYPR-FCT-CD1:               MIL-PHYPR-MOD-CD1:                  │
│  MIL-PHYPR-EFF-DT1 (YYMMDD):      MIL-PHYPR-EXP-DT1 (YYMMDD):         │
│  MIL-PHYPR-FCT-CD2:               MIL-PHYPR-MOD-CD2:                  │
│  MIL-PHYPR-EFF-DT2 (YYMMDD):      MIL-PHYPR-EXP-DT2 (YYMMDD):         │
│                                                                       │
│  IND-ANNL-MED-SCRN-DT (YYMMDD):   IND-MED-BD-CD:                      │
│  IND-ANNL-DENT-SCRN-DT (YYMMDD):  IND-DENT-SCRN-CD:                   │
│                                                                       │
│  CARDIO-SCRN-STAT:                DATE-CARDIO-SCRN-STAT (YYMMDD):     │
│  CARDIO-SCR-PHAS-NR:              CARDIO-SCR-RSLT-CD:                 │
│  CARDIO-SCRN-TYP-CD: 1  2  3  4  5   DNA-SAMPLE-YMD (YYMM):          │
│  YR-MO-HIV-SCRN-TEST-LAST-ADMIN (YYMM):    BLOOD-TYPE:               │
└─────────────────────────────────────────────────────────────────────┘
```

Figure G.11-2. Medical Screen 1

PURPOSE: To add or update a service member's medical data.

REFERENCES: NGP (AR) 25-10.

SOURCE DOCUMENTS: DA Form 3349
                    DA Form 4970-E
                    Standard Form 88
                    Standard Form 600
                    Standard Form 601
                    Standard Form 603
                    PHS 731
                    Annual Medical Screening Form

Memorandum
Roster

****

CONTROL DATA: Enter the necessary control data. If option
'01 ALL CATEGORIES' was selected, the control data will
automatically be filled in on the subsequent screens.

PANOGRAPHIC DENTAL X-RAY LOCATION (1A): The place where the
service member's full mouth dental x-ray is on file.

    EXAMPLE: B   ARPERCEN and DEERS Depository, CA

YEAR OF LAST PANOGRAPHIC DENTAL X-RAY (4N): The most recent
year in which a service member had a full mouth dental x-ray
taken.

    EXAMPLE: 1994 (= 1994)

MILITARY PHYSICAL PROFILE FACTOR CODE (1A, 2 OCCURRENCES):
An encoded representation of the specific functional
capacities of body systems which are classified as to a
service member's ability to perform military duties.

    EXAMPLE: L   Lower Extremities

MILITARY PHYSICAL PROFILE MODIFIER CODE (1A, 2 OCCURRENCES):
An encoded representation of classification of physical
limitations by their permanence and responsiveness to
treatment.

    EXAMPLE: T   Temporary

MILITARY PHYSICAL PROFILE SERIAL EFFECTIVE DATE (6N, 2
OCCURRENCES): The calendar date on which a service member's
medical profile becomes valid.

    EXAMPLE: 940727 (1994 July 27)

MILITARY PHYSICAL PROFILE SERIAL EXPIRATION DATE (6N, 2 OCCURRENCES): The calendar date on which a service member's medical profile becomes invalid.

    EXAMPLE: 990726   (1999 July 26)

INDIVIDUAL ANNUAL MEDICAL SCREENING DATE (6N): The date on which a soldier's annual medical screening was completed.

    EXAMPLE: 940727   (1994 July 27)

INDIVIDUAL MEDICAL BOARD CODE (1A): An encoded representation of the outcome of a State Medical Duty Review Board regarding a soldier's medical condition.

    EXAMPLE: E   Nondeployable as a result of a
                  temporary medical condition

INDIVIDUAL ANNUAL DENTAL SCREENING DATE (6N): The date on which a soldier's annual dental screening was completed.

    EXAMPLE: 940727 (1994 July 27)

INDIVIDUAL DENTAL SCREENING CODE (1A): An encoded representation of the outcome of a soldier's annual dental screening examination.

    EXAMPLE: D   Class 1 - Requires no dental treatment

CARDIOVASCULAR SCREENING STATUS (1A): The status of cardiovascular screening of a service member 40 years of age or older.

    EXAMPLE: P   Cardiovascular screening passed

DATE OF CARDIOVASCULAR SCREENING STATUS (6N): The date on which the service member's cardiovascular screening was effected.

    EXAMPLE: 940830 (1994 August 30)

PATIENT-DIAGNOSTIC-TEST CARDIOVASCULAR SCREENING PHASE CODE
(1N): A non-quantitative numeric value which represents the
stages within a cardiovascular screening test taken by an
individual.

    EXAMPLE: 3   Phase III

PATIENT-DIAGNOSTIC-TEST CARDIOVASCULAR SCREENING TEST RESULT
(1A): An encoded representation of the outcome of an
individual's cardiovascular screening test.

    EXAMPLE: A   Passed

PATIENT-DIAGNOSTIC-TEST CARDIOVASCULAR SCREENING TYPE CODE
(1A, 5 OCCURRENCES): An encoded representation of the
specific kind of cardiovascular screening test taken by an
individual.

    EXAMPLE: G   Total cholesterol level

INDIVIDUAL DEOXYRIBONUCLEIC ACID SAMPLE COLLECTION YEAR-
MONTH DATE (4N): The calendar year and month in which an
individual provided a deoxyribonucleic acid (DNA) specimen
sample to be stored by the U.S. Army for identification
purposes.

    EXAMPLE: 9407   (1994 July)

YEAR-MONTH HUMAN IMMUNE-DEFICIENCY VIRUS SCREENING TEST LAST
ADMINISTERED (4N): The year and month an individual most
recently tested for the presence of Human Immune-Deficiency
Virus antibodies in the blood system.

    EXAMPLE: 9410   (1994 October)

BLOOD TYPE (1A): One of the classes into which individuals
are divided on the basis of Rhesus (RH) Factor and specific
differences in the composition of their blood.

    EXAMPLE: A   A Positive

END OF INPUT (MEDICAL SCREEN 1)

The second Medical Screen, shown in Figure G.11-3 below, is
displayed after the first Medical Screen data is committed.

```
+------------------------------------------------------------------+
|                  S I D P E R S - A R N G                         |
|                    MEDICAL CATEGORY            SCREEN 2 OF 2      |
+----------------------------------------+-------------------------+
| LAST NAME (FIRST FIVE):                | SSN:                    |
+----------------------------------------+-------------------------+
|         TYPE-IMMU-      DATE-IMMU-                                |
| OCC      ADMIN        ADMIN (YYMMDD)                              |
| ---     ----------    --------------                             |
|  1:                                                              |
|  2:                                                              |
|  3:                                                              |
|  4:                                                              |
|  5:                                                              |
|  6:                                                              |
|  7:                                                              |
|  8:                                                              |
|  9:                                                              |
| 10:                                                              |
| 11:                                                              |
| 12:                                                              |
+------------------------------------------------------------------+
```

Figure G.11-3. Medical Screen 2

TYPE IMMUNIZATION ADMINISTERED (1A, 12 OCCURRENCES): The
type of immunization administered to the service member as
reflected on current SF-601.

EXAMPLE: M   Smallpox

DATE IMMUNIZATION ADMINISTERED (6N, 12 OCCURRENCES): The
date on which the immunization was administered.

EXAMPLE: 940830   (1994 August 30)

END OF INPUT

G.11.3 Miscellaneous. To select this category from the
LSDB Menu, highlight '04 MISCELLANEOUS' using the [↑] [UP
ARROW] or [↓] [DOWN ARROW] and press [RETURN]. You can also
select this option by typing **4** and pressing [RETURN]. The
Miscellaneous Screen, shown in Figure G.11-4, is displayed.

S I D P E R S - A R N G MISCELLANEOUS CATEGORY		
LAST NAME (FIRST FIVE):	SSN:	ORIG:
PHONE - NBR-HOME: ( ) - PHONE-NBR-CIV-EMPL: ( ) - PHONE - NBR-HOME-NOK: ( ) - BESD (YYMMDD): IND-FCP-STAT-CD: IND-FCP-SUBM-DT (YYMMDD):		

Figure G.11-4. Miscellaneous Screen

PURPOSE: To add or update miscellaneous data on a service
          member.

REFERENCES: NGP (AR) 25-10.

SOURCE DOCUMENTS: DD Form 2-1
                   DD Form 4-1
                   DD Form 214
                   NGB Form 22
                   Roster

* * * * * * * * * * * * * * * * * * *

CONTROL DATA: Enter the necessary control data. If option
'01 ALL CATEGORIES' was selected, the control data will
automatically be filled in on the subsequent screens.

TELEPHONE NUMBER OF HOME (10N): The telephone number of the
residence where the individual can be reached.

EXAMPLE: 1234567890   (123-456-7890)

TELEPHONE NUMBER OF CIVILIAN EMPLOYER (10N): The telephone
number of the individual's civilian employer where the
individual can be reached.

EXAMPLE: 2345678901   (234-567-8901)

TELEPHONE NUMBER OF HOME, NEXT OF KIN (10N): The commercial
telephone number of the service member's next of kin.

EXAMPLE: 3456789012   (345-678-9012)

BASIC ENLISTED SERVICE DATE (6N): The constructive date
that establishes the beginning of all periods of enlisted
service, active and inactive, as a member of the Armed
Forces of the United States.

EXAMPLE: 761210   (1976 December 10)

INDIVIDUAL FAMILY-CARE-PLAN STATUS CODE (1A): An encoded
representation of the status of the arrangements required of
sole parents or military couples to provide for their
dependents while involved in wartime duties.

EXAMPLE: A   Approved family care plan

INDIVIDUAL FAMILY-CARE-PLAN SUBMISSION DATE (6N): The
calendar date on which a plan stating the arrangements made
by sole parents or military coupled to provide for their
dependents while involved in wartime duties.

EXAMPLE: 940913   (1994 September 13)

END OF INPUT

G.11.4 Personnel Security Investigation. To select this
category from the LSDB Menu, highlight '05 PERSONNEL
SECURITY INVESTIGATION' using the [↑] [UP ARROW]or [↓] [DOWN
ARROW] and press [RETURN]. You can also select this option
by typing **5** and pressing [RETURN]. The Personnel Security
Investigation Screen, shown in Figure G.11-5, is displayed.

S I D P E R S - A R N G PERSONNEL INVESTIGATION STATUS		
LAST NAME (FIRST FIVE)	SSN	ORIG
PSINVES-RQRD PSINVES-INIT DATE-PSINVES-INIT PSINVES-COMPL: DATE-PSINVES-COMPL SEC-NONDIS-AGREE-PROC-CD		

Figure G.11-5. Personnel Security Status Screen

PURPOSE: To add or update security information on a service
          member.

REFERENCES: NGP (AR) 25-10.

SOURCE DOCUMENTS: DD Form 873
                   DD Form 1584
                   Standard Form 312
                   MTDA
                   MTOE
                   Commander's determination (Roster)

* *

CONTROL DATA: Enter the necessary control data. If option '01 ALL CATEGORIES' was selected, the control data will automatically be filled in on the subsequent screens.

PERSONNEL SECURITY INVESTIGATION REQUIRED (1A): The type of personnel security investigation which is needed for a specific duty position.

    EXAMPLE: A   Special background investigation

PERSONNEL SECURITY INVESTIGATION INITIATED (1A): The type of personnel security investigation which was started on an individual.

    EXAMPLE: A   Special background investigation

DATE PERSONNEL SECURITY INVESTIGATION INITIATED (6N): The date on which a personnel security investigation was opened by the Defense Investigative Service.

    EXAMPLE: 910911 (1991 September 11)

PERSONNEL SECURITY INVESTIGATION COMPLETED (1A): The type of personnel security investigation which was finalized on an individual.

    EXAMPLE: A   Special background investigation

DATE PERSONNEL SECURITY INVESTIGATION COMPLETED (6n): The date on which a personnel security investigation was finalized.

    EXAMPLE: 920324 (1992 March 24)

SECURITY NON-DISCLOSURE AGREEMENT PROCESSED (1A): Indicates that the initial security briefing and SF 312 has been executed by a properly cleared soldier who has been granted access to classified information.

    EXAMPLE: B   Not Executed

END OF INPUT

G.11.5 Personnel Awards. To select this category from the
LSDB Menu, highlight '06 PERSONNEL AWARDS' using the [↑] [UP
ARROW] or [↓] [DOWN ARROW] and press [RETURN]. You can also
select this option by typing **6** and pressing [RETURN]. The
Personnel Awards Screen, shown in Figure G.11-6, is
displayed.

```
                    S I D P E R S - A R N G
                    PERSONNEL AWARDS CATEGORY

NAME (LAST FIVE):              SSN              ORIG

YR-MO-ELIG-AFRM              YR-MO-ELIG-ARCAM

OCC AWD-CAT DATE-AWD TIME-GRNT TYP  OCC AWD-CAT DATE-AWD TIME-GRNT TYP
1                             FED  11                            FED
2                             FED  12                            FED
3                             FED  13                            ST
4                             FED  14                            ST
5                             FED  15                            ST
6                             FED  16                            ST
7                             FED  17                            ST
8                             FED  18                            ST
9                             FED  19                            ST
10                            FED  20                            ST
```

Figure G.11-6. Personnel Awards Screen

PURPOSE: To add or update Federal and/or state awards for a
          service member.

REFERENCES: NGP (AR) 25-10

SOURCE DOCUMENTS: Orders
                   Memorandum
                   Certificate

* * * * * * * * * * * * * * * * * * * *

CONTROL DATA: Enter the necessary control data.   If option
'01 ALL CATEGORIES' was selected, the control data will
automatically be filled in on the subsequent screens.

YEAR-MONTH ELIGIBLE FOR ARMED FORCES RESERVE MEDAL (4N):
The year and month an individual will have completed ten,
twenty or thirty years of Reserve Component service.   (Code
as YYMM.)

        EXAMPLE: 8612   (1986 December)

YEAR-MONTH ELIGIBLE FOR ARMY RESERVE COMPONENTS ACHIEVEMENT
MEDAL (4N):   The year and month the Army Reserve Components
Achievement Medal would be awarded if the service member
continued in an active reserve status for the requisite
period of time.   (Code as YYMM.)

        EXAMPLE: 9206   (1992 June)

AWARD CATEGORY (8A, 20 OCCURRENCES):   The tangible
recognition issued by the government for an act,
achievement, or service performed by an individual.

        EXAMPLE: MILDECCA (Army Commendation Medal)

DATE OF AWARD (6N, 20 OCCURRENCES):   The latest date on
which a service member received recognition for an award.

        EXAMPLE: 791103   (1979 November 03)

NUMBER OF TIMES AWARD GRANTED (2n, 20 OCCURRENCES):   The
number of times an individual or unit was cited to receive a
specific award.

        EXAMPLE: 2   (The entry will be left-justified.)

END OF INPUT

G.11.6 Select, Train, Promote, and Assign. To select this
category from the LSDB Menu, highlight '07 SELECT, TRAIN,
PROMOTE, AND ASSIGN' using the [↑] [UP ARROW] or [↓] [DOWN
ARROW] and press [RETURN]. You can also select this option
by typing **7** and pressing [RETURN]. The Select, Train,
Promote, and Assign Screen, shown in Figure G.11-7, is
displayed.

```
+--------------------------------------------------------------------+
|                     S I D P E R S - A R N G                        |
|            SELECT, TRAIN, PROMOTE AND ASSIGN CATEGORY              |
+----------------------------------------+-------------+-------------+
| LAST NAME (FIRST FIVE)                  | SSN         | ORIG        |
+----------------------------------------+-------------+-------------+
|                                                                    |
|                                                                    |
|  BASIC-MKS-QUAL-BAD              YR-MO-BASIC-MKS-QUAL-BAD-DETM      |
|                                                                    |
|  WPN-TYPE-FIRED-CD               CIV-ED-SEM-HR-QY:                 |
|                                                                    |
|  MIL-ED-HR-CMP-QY                MIL-ED-CRS-WK-QY:                 |
|                                                                    |
|  PROM-LDRSP-APPR-PT-AVER-QY      DATE_NCOES_COMPL                  |
|                                                                    |
|  CPMOS                                                             |
|                                                                    |
|  LDR_APPR_SCR1      SCR2      SCR3      SCR4      SCR5             |
+--------------------------------------------------------------------+
```

Figure G.11-7. Select, Train, Promote, and Assign Screen

PURPOSE: To add or update promotion related data for a
           service member.

REFERENCES: NGP (AR) 25-10.

SOURCE DOCUMENTS: DA Form 2-1
                   NGB Form 4100-1-R-E
                   Transcript
                   Roster

* *

CONTROL DATA: Enter the necessary control data. If option '01 ALL CATEGORIES' was selected, the control data will automatically be filled in on the subsequent screens.

BASIC MARKSMANSHIP QUALIFICATION BADGE CLASS (1A): The degree to which an individual has qualified in a prescribed basic individual weapons course and an appropriate bar has been furnished to denote the weapon with which the individual qualified.

EXAMPLE: E   Expert

YEAR-MONTH BASIC MARKSMANSHIP QUALIFICATION BADGE CLASS DETERMINED (4n): The year and month an individual qualified in a prescribed basic individual weapons course and an appropriate bar was furnished to denote the weapon with which the individual qualified.

EXAMPLE: 9005   (1990 May)

MILITARY WEAPON TYPE FIRED CODE (2n): An encoded representation of the armament shot by a service member.

EXAMPLE: 16   M16A1 rifle

CIVILIAN-EDUCATION COLLEGE SEMESTER HOUR QUANTITY (3N): A nonmonetary numeric value arrived at by counting the credits received for completion of courses at an accredited civilian academic institution or one of the United States Service Academies expressed in terms of the college semester system.

EXAMPLE: 135   (The entry will be left-justified.)

MILITARY-EDUCATION HOUR-COMPLETION QUANTITY (3N): A nonmonetary numeric value which shows the number of hours of military education an individual has completed.

EXAMPLE: 80   (The entry will be left-justified.)

MILITARY EDUCATION COURSE WEEK QUANTITY (3N): A nonmonetary value arrived at by counting the duration in weeks of a

specialty supporting course that is deemed pertinent to the career of an individual.

EXAMPLE: 24   (The entry will be left-justified.)

PROMOTION LEADERSHIP APPRAISAL POINT AVERAGE QUANTITY (3N):
The average quantity of the promotion leadership appraisals prepared on an individual. The average is automatically calculated when three or more promotion leadership appraisal point scores are given.

EXAMPLE: 54   (The entry will be left-justified.)

YEAR-MONTH-DAY NCOES COMPLETED (6N): The official date a soldier completed his/her last NCOES course.

EXAMPLE   960502   (1996 May 2)

CAREER PROGRESSION MILITARY OCCUPATIONAL SPECIALITY (3AN):
A MOS code in which the soldier wants to be considered for promotion.

EXAMPLE: 100

PROMOTION LEADERSHIP APPRAISAL POINT SCORE1 (3N):   The promotion leadership appraisal points given by leader number 1.

EXAMPLE   95   (The entry will be right justified.)

PROMOTION LEADERSHIP APPRAISAL POINT SCORE2 (3N):   The promotion leadership appraisal points given by leader number 2.

EXAMPLE   95   (The entry will be right justified.)

PROMOTION LEADERSHIP APPRAISAL POINT SCORE3 (3N):   The promotion leadership appraisal points given by leader number 3.

EXAMPLE   95   (The entry will be right justified.)

<u>PROMOTION LEADERSHIP APPRAISAL POINT SCORE4 (3N)</u>: The
promotion leadership appraisal points given by leader
number 4.

    EXAMPLE   95   (The entry will be right justified.)

<u>PROMOTION LEADERSHIP APPRAISAL POINT SCORE5 (3N)</u>: The
promotion leadership appraisal points given by leader
number 5.

    EXAMPLE   100   (The entry will be right justified.)

<u>END OF INPUT</u>

G.11.7 Suspension of Favorable Personnel Actions. To select
this category from the LSDB Menu, highlight '08 SUSPENSION
OF FAVORABLE PERSONNEL ACTIONS' using the [↑] [UP ARROW] or
[↓] [DOWN ARROW] and press [RETURN]. You can also select
this option by typing **8** and pressing [RETURN]. The
Suspension of Favorable Personnel Actions Screen, shown in
Figure G.11-8, is displayed.

```
                      S I D P E R S - A R N G
             SUSPENSION OF FAVORABLE PERSONNEL ACTION CATEGORY

 LAST NAME (FIRST FIVE)          SSN          UPC          ORIG


 SFPA-INDIC:      1ST OCCUR  2ND OCCUR  3RD OCCUR  4TH OCCUR  5TH OCCUR


 SFPA-RSN:


 TYPE-SFPA-REPT:


 DATE-REPT-SFPA:


 DATE-REMVD-SFPA:
```

      Figure G.11-8.   Suspension of Favorable Personnel Actions
                       Screen

PURPOSE: To add or update suspension of favorable personnel
           action data on a service member.

REFERENCES: NGP (AR) 25-10.

SOURCE DOCUMENTS: DA Form 268
                   Roster

                  * * * * * * * * * * * * * * * * * * *

CONTROL DATA: Enter the necessary control data. If option
'01 ALL CATEGORIES' was selected, the control data will
automatically be filled in on the subsequent screens.

SUSPENSION OF FAVORABLE PERSONNEL ACTION INDICATOR (1A, 5
OCCURRENCES): The existence of information in the
suspension of favorable personnel action data elements.

    EXAMPLE: N   No

SUSPENSION OF FAVORABLE PERSONNEL ACTION REASON (1A, 5
OCCURRENCES): The basis for suspending favorable personnel
action on an individual.

    EXAMPLE: G   HQDA directed reassignment

TYPE OF SUSPENSION OF FAVORABLE PERSONNEL ACTION REPORT (1A,
5 OCCURRENCES): The categories into which a report of
suspension of favorable personnel action is divided.

    EXAMPLE: C   Final favorable report

DATE OF REPORT OF SUSPENSION OF FAVORABLE PERSONNEL ACTION
(6N, 5 OCCURRENCES): The date of the latest report of
suspension of favorable personnel action.

    EXAMPLE: 920324   (1992 March 24)

DATE REMOVED SUSPENSION OF FAVORABLE PERSONNEL ACTION (6N, 5
OCCURRENCES): The date a suspension of favorable personnel
action was removed from an individual's record.

    EXAMPLE: 920815   (1992 August 15)

END OF INPUT

G.12 Table Layouts.

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_AWARDS_TBL	SSN_SM	CHAR	9	No
	TRANS_NAME_LAST	CHAR	5	No
	AWD_CAT1	CHAR	8	Yes
	DATE_AWD1	CHAR	6	Yes
	NBR_TIME_AWD_GRNT1	NUMB	2	Yes
	AWD_CAT2	CHAR	8	Yes
	DATE_AWD2	CHAR	6	Yes
	NBR_TIME_AWD_GRNT2	NUMB	2	Yes
	AWD_CAT3	CHAR	8	Yes
	DATE_AWD3	CHAR	6	Yes
	NBR_TIME_AWD_GRNT3	NUMB	2	Yes
	AWD_CAT4	CHAR	8	Yes
	DATE_AWD4	CHAR	6	Yes
	NBR_TIME_AWD_GRNT4	NUMB	2	Yes
	AWD_CAT5	CHAR	8	Yes
	DATE_AWD5	CHAR	6	Yes
	NBR_TIME_AWD_GRNT5	NUMB	2	Yes
	AWD_CAT6	CHAR	8	Yes
	DATE_AWD6	CHAR	6	Yes
	NBR_TIME_AWD_GRNT6	NUMB	2	Yes
	AWD_CAT7	CHAR	8	Yes
	DATE_AWD7	CHAR	6	Yes
	NBR_TIME_AWD_GRNT7	NUMB	2	Yes
	AWD_CAT8	CHAR	8	Yes
	DATE_AWD8	CHAR	6	Yes
	NBR_TIME_AWD_GRNT8	NUMB	2	Yes
	AWD_CAT9	CHAR	8	Yes
	DATE_AWD9	CHAR	6	Yes
	NBR_TIME_AWD_GRNT9	NUMB	2	Yes
	AWD_CAT10	CHAR	8	Yes
	DATE_AWD10	CHAR	6	Yes
	NBR_TIME_AWD_GRNT10	NUMB	2	Yes
	AWD_CAT11	CHAR	8	Yes
	DATE_AWD11	CHAR	6	Yes
	NBR_TIME_AWD_GRNT11	NUMB	2	Yes
	AWD_CAT12	CHAR	8	Yes
	DATE_AWD12	CHAR	6	Yes
	NBR_TIME_AWD_GRNT12	NUMB	2	Yes

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_AWARDS_TBL	AWD_CAT13	CHAR	8	Yes
(Continued)	DATE_AWD13	CHAR	6	Yes
	NBR_TIME_AWD_GRNT13	NUMB	2	Yes
	AWD_CAT14	CHAR	8	Yes
	DATE_AWD14	CHAR	6	Yes
	NBR_TIME_AWD_GRNT14	NUMB	2	Yes
	AWD_CAT15	CHAR	8	Yes
	DATE_AWD15	CHAR	6	Yes
	NBR_TIME_AWD_GRNT15	NUMB	2	Yes
	AWD_CAT16	CHAR	8	Yes
	DATE_AWD16	CHAR	6	Yes
	NBR_TIME_AWD_GRNT16	NUMB	2	Yes
	AWD_CAT17	CHAR	8	Yes
	DATE_AWD17	CHAR	6	Yes
	NBR_TIME_AWD_GRNT17	NUMB	2	Yes
	AWD_CAT18	CHAR	8	Yes
	DATE_AWD18	CHAR	6	Yes
	NBR_TIME_AWD_GRNT18	NUMB	2	Yes
	AWD_CAT19	CHAR	8	.Yes
	DATE_AWD19	CHAR	6	Yes
	NBR_TIME_AWD_GRNT19	NUMB	2	Yes
	AWD_CAT20	CHAR	8	Yes
	DATE_AWD20	CHAR	6	Yes
	NBR_TIME_AWD_GRNT20	NUMB	2	Yes
PERS_	PAY-GR	CHAR	2	No
DECLINATION_	STDEC_LN1	CHAR	75	Yes
TBL	STDEC_LN2	CHAR	75	Yes
	STDEC_LN3	CHAR	75	Yes
	STDEC_LN4	CHAR	75	Yes
	STDEC_LN5	CHAR	75	Yes
	STDEC_LN6	CHAR	75	Yes
	STDEC_LN7	CHAR	75	Yes
PERS_LSDB_TBL	SSN_SM	CHAR	9	No
	TRANS_NAME_LAST	CHAR	5	No
	YR_MO_ELIG_AFRM	CHAR	4	Yes
	YR_MO_ELIG_ARCAM	CHAR	4	Yes
	BASIC_MKS_QUAL_BAD_CLASS	CHAR	1	Yes
	YR_MO_BASIC_MKS_QUAL_BAD_DETM	CHAR	4	Yes

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_LSDB_TBL (Continued)	WPN_TYPE_FIRED_CD	CHAR	2	Yes
	CIV_ED_SEM_HR_QY	NUMB	3	Yes
	MIL_ED_HR_CMP_QY	NUMB	3	Yes
	MIL_ED_CRS_WK_QY	NUMB	3	Yes
	PROM_LDRSP_APPR_PT_AVER_QY	NUMB	3	Yes
	PANO_DENT_XRAY_LOC	CHAR	1	Yes
	YR_LAST_PANO_DENT_XRAY	CHAR	4	Yes
	MIL_PHYPR_FCT_CD1	CHAR	1	Yes
	MIL_PHYPR_MOD_CD1	CHAR	1	Yes
	MIL_PHYPR_EFF_DT1	CHAR	6	Yes
	MIL_PHYPR_EXP_DT1	CHAR	6	Yes
	MIL_PHYPR_FCT_CD2	CHAR	1	Yes
	MIL_PHYPR_MOD_CD2	CHAR	1	Yes
	MIL_PHYPR_EFF_DT2	CHAR	6	Yes
	MIL_PHYPR_EXP_DT2	CHAR	6	Yes
	IND_ANNL_MED_SCRN_DT	CHAR	6	Yes
	IND_MED_BD_CD	CHAR	1	Yes
	IND_ANNL_DENT_SCRN_DT	CHAR	6	Yes
	IND_DENT_SCRN_CD	CHAR	1	Yes
	CARDIO_SCRN_STAT	CHAR	1	Yes
	DATE_CARDIO_SCRN_STAT	CHAR	6	Yes
	CARDIO_SCR_PHAS_NR	CHAR	1	Yes
	CARDIO_SCR_RSLT_CD	CHAR	1	Yes
	CARDIO_SCRN_TYP_CD1	CHAR	1	Yes
	CARDIO_SCRN_TYP_CD2	CHAR	1	Yes
	CARDIO_SCRN_TYP_CD3	CHAR	1	Yes
	CARDIO_SCRN_TYP_CD4	CHAR	1	Yes
	CARDIO_SCRN_TYP_CD5	CHAR	1	Yes
	DNA_SAMPLE_YMD	CHAR	4	Yes
	YR_MO_HIV_SCRN_TEST_LAST_ADMIN	CHAR	4	Yes
	BLOOD_TYPE	CHAR	1	Yes
	TYPE_IMMU_ADMIN1	CHAR	1	Yes
	DATE_IMMU_ADMIN1	CHAR	6	Yes
	TYPE_IMMU_ADMIN2	CHAR	1	Yes
	DATE_IMMU_ADMIN2	CHAR	6	Yes
	TYPE_IMMU_ADMIN3	CHAR	1	Yes
	DATE_IMMU_ADMIN3	CHAR	6	Yes
	TYPE_IMMU_ADMIN4	CHAR	1	Yes
	DATE_IMMU_ADMIN4	CHAR	6	Yes
	TYPE_IMMU_ADMIN5	CHAR	1	Yes

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_LSDB_TBL	DATE_IMMU_ADMIN5	CHAR	6	Yes
(Continued)	TYPE_IMMU_ADMIN6	CHAR	1	Yes
	DATE_IMMU_ADMIN6	CHAR	6	Yes
	TYPE_IMMU_ADMIN7	CHAR	1	Yes
	DATE_IMMU_ADMIN7	CHAR	6	Yes
	TYPE_IMMU_ADMIN8	CHAR	1	Yes
	DATE_IMMU_ADMIN8	CHAR	6	Yes
	TYPE_IMMU_ADMIN9	CHAR	1	Yes
	DATE_IMMU_ADMIN9	CHAR	6	Yes
	TYPE_IMMU_ADMIN10	CHAR	1	Yes
	DATE_IMMU_ADMIN10	CHAR	6	Yes
	TYPE_IMMU_ADMIN11	CHAR	1	Yes
	DATE_IMMU_ADMIN11	CHAR	6	Yes
	TYPE_IMMU_ADMIN12	CHAR	1	Yes
	DATE_IMMU_ADMIN12	CHAR	6	Yes
	SFPA_INDIC1	CHAR	1	Yes
	SFPA_RSN1	CHAR	1	Yes
	TYPE_SFPA_REPT1	CHAR	1	Yes
	DATE_REPT_SFPA1	CHAR	6	Yes
	DATE_REMVD_SFPA1	CHAR	6	Yes
	SFPA_INDIC2	CHAR	1	Yes
	SFPA_RSN2	CHAR	1	Yes
	TYPE_SFPA_REPT2	CHAR	1	Yes
	DATE_REPT_SFPA2	CHAR	6	Yes
	DATE_REMVD_SFPA2	CHAR	6	Yes
	SFPA_INDIC3	CHAR	1	Yes
	SFPA_RSN3	CHAR	1	Yes
	TYPE_SFPA_REPT3	CHAR	1	Yes
	DATE_REPT_SFPA3	CHAR	6	Yes
	DATE_REMVD_SFPA3	CHAR	6	Yes
	SFPA_INDIC4	CHAR	1	Yes
	SFPA_RSN4	CHAR	1	Yes
	TYPE_SFPA_REPT4	CHAR	1	Yes
	DATE_REPT_SFPA4	CHAR	6	Yes
	DATE_REMVD_SFPA4	CHAR	6	Yes
	SFPA_INDIC5	CHAR	1	Yes
	SFPA_RSN5	CHAR	1	Yes
	TYPE_SFPA_REPT5	CHAR	1	Yes
	DATE_REPT_SFPA5	CHAR	6	Yes
	DATE_REMVD_SFPA5	CHAR	6	Yes

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_LSDB_TBL	DLAB_SCORE	CHAR	3	Yes
(Continued)	YR_MO_DLAB_TEST	CHAR	4	Yes
	LANG_IDENT1	CHAR	2	Yes
	LANG_PROF_SRC_PRIM1	CHAR	1	Yes
	LANG_PROF_SRC_SECD1	CHAR	1	Yes
	LANG_LISTEN_EVAL_METHD1	CHAR	1	Yes
	LANG_LISTEN_PROF_LVL1	CHAR	2	Yes
	LANG_LISTEN_PROF_SCORE1	NUMB	2	Yes
	LANG_LISTEN_PROF_SCORE_TYPE1	CHAR	1	Yes
	LANG_READ_EVAL_METHD1	CHAR	1	Yes
	LANG_READ_PROF_LVL1	CHAR	2	Yes
	LANG_READ_PROF_SCORE1	NUMB	2	Yes
	LANG_READ_PROF_SCORE_TYPE1	CHAR	1	Yes
	LANG_SPEAK_EVAL_METHD1	CHAR	1	Yes
	LANG_SPEAK_PROF_LVL1	CHAR	2	Yes
	LANG_SPEAK_PROF_SCORE1	NUMB	2	Yes
	YR_MO_PROF_TEST_LANG1	CHAR	4	Yes
	LANG_IDENT2	CHAR	2	Yes
	LANG_PROF_SRC_PRIM2	CHAR	1	·Yes
	LANG_PROF_SRC_SECD2	CHAR	1	Yes
	LANG_LISTEN_EVAL_METHD2	CHAR	1	Yes
	LANG_LISTEN_PROF_LVL2	CHAR	2	Yes
	LANG_LISTEN_PROF_SCORE2	NUMB	2	Yes
	LANG_LISTEN_PROF_SCORE_TYPE2	CHAR	1	Yes
	LANG_READ_EVAL_METHD2	CHAR	1	Yes
	LANG_READ_PROF_LVL2	CHAR	2	Yes
	LANG_READ_PROF_SCORE2	NUMB	2	Yes
	LANG_READ_PROF_SCORE_TYPE2	CHAR	1	Yes
	LANG_SPEAK_EVAL_METHD2	CHAR	1	Yes
	LANG_SPEAK_PROF_LVL2	CHAR	2	Yes
	LANG_SPEAK_PROF_SCORE2	NUMB	2	Yes
	YR_MO_PROF_TEST_LANG2	CHAR	4	Yes
	LANG_IDENT3	CHAR	2	Yes
	LANG_PROF_SRC_PRIM3	CHAR	1	Yes
	LANG_PROF_SRC_SECD3	CHAR	1	Yes
	LANG_LISTEN_EVAL_METHD3	CHAR	1	Yes
	LANG_LISTEN_PROF_LVL3	CHAR	2	Yes
	LANG_LISTEN_PROF_SCORE3	NUMB	2	Yes
	LANG_LISTEN_PROF_SCORE_TYPE3	CHAR	1	Yes
	LANG_READ_EVAL_METHD3	CHAR	1	Yes

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_LSDB_TBL	LANG_READ_PROF_LVL3	CHAR	2	Yes
(Continued)	LANG_READ_PROF_SCORE3	NUMB	2	Yes
	LANG_READ_PROF_SCORE_TYPE3	CHAR	1	Yes
	LANG_SPEAK_EVAL_METHD3	CHAR	1	Yes
	LANG_SPEAK_PROF_LVL3	CHAR	2	Yes
	LANG_SPEAK_PROF_SCORE3	NUMB	2	Yes
	YR_MO_PROF_TEST_LANG3	CHAR	4	Yes
	PSINVES_RQRD	CHAR	1	Yes
	PSINVES_INIT	CHAR	1	Yes
	DATE_PSINVES_INIT	CHAR	6	Yes
	PSINVES_COMPL	CHAR	1	Yes
	DATE_PSINVES_COMPL	CHAR	6	Yes
	SEC_NONDIS_AGREE_PROC_CD	CHAR	1	Yes
	PHONE_NBR_HOME	CHAR	10	Yes
	PHONE_NBR_CIV_EMPL	CHAR	10	Yes
	PHONE_NBR_HOME_NOK	CHAR	10	Yes
	BESD	CHAR	6	Yes
	IND_FCP_STAT_CD	CHAR	1	Yes
	IND_FCP_SUBM_DT	CHAR	6	Yes
	CPMOS	CHAR	3	Yes
	MIL_ED_PROM_VER	CHAR	1	Yes
	LDR_APPR_SCR1	NUMB	3	Yes
	LDR_APPR_SCR2	NUMB	3	Yes
	LDR_APPR_SCR3	NUMB	3	Yes
	LDR_APPR_SCR4	NUMB	3	Yes
	LDR_APPR_SCR5	NUMB	3	Yes
	TOT_PROM_PTS	NUMB	4	Yes
	DATE_NCOES_COMPL	NUMB	6	Yes
PERS_LSDB_MENU_	TERMINAL_NUMBER	CHAR	10	Yes
PARAMETERS_	SSN_SM	CHAR	9	Yes
TBL				
PERS_LSDB_	TRANS_NAME_LAST	CHAR	5	Yes
TRANS_TBL	TRANS_DATA	CHAR	255	Yes
	TRANS_DATA2	CHAR	100	Yes
	ORIG_NR	CHAR	3	Yes
	TRANS_DATE	CHAR	6	Yes

LANGUAGE PROFICIENCY:

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_LANG_ CODE_ TBL	LANG_IDENT	CHAR	2	No
	LANG_DESC	CHAR	60	Yes
PERS_LANG_EVAL_ METHD_TBL	LANG_EVAL_METHD_CD	CHAR	1	No
	LANG_EVAL_METHD_DESC	CHAR	40	Yes
PERS_LANG_PRF_ LVL_TBL	LANG_PRF_LVL_CD	CHAR	2	No
	LANG_PRF_LVL_DESC	CHAR	40	Yes
PERS_LANG_PRF_ SRC_PRIM_TBL	LANG_PRF_SRC_PRIM_CD	CHAR	1	No
	LANG_PRF_SRC_PRIM_DESC	CHAR	60	Yes
PERS_LANG_PRF_ SRC_SECD_TBL	LANG_PRF_SRC_SECD_CD	CHAR	1	No
	LANG_PRF_SRC_SECD_DESC	CHAR	60	Yes
PERS_LANG_ SCORE_ TYPE_ TBL	LANG_SCORE_TYPE_CD	CHAR	1	No
	LANG_SCORE_TYPE_DESC	CHAR	40	Yes

MISCELLANEOUS:

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_IND_FCP_ STAT_TBL	IND_FCP_STAT_CD	CHAR	1	No
	IND_FCP_STAT_DESC	CHAR	40	Yes

MEDICAL:

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_BLOOD_ TYPE_TBL	BLOOD_TYPE_CD	CHAR	1	No
	BLOOD_DESC	CHAR	20	Yes
PERS_CARDIO_ SCR_PHAS_NR_ TBL	CARDIO_SCR_PHAS_NR_CD	CHAR	1	No
	CARDIO_SCR_PHAS_NR_DESC	CHAR	20	Yes
PERS_CARDIO_ SCR_RSLT_TBL	CARDIO_SCR_RSLT_CD	CHAR	1	No
	CARDIO_SCR_RSLT_DESC	CHAR	20	Yes
PERS_CARDIO_ SCRN_STAT_ TBL	CARDIO_SCRN_STAT_CD	CHAR	1	No
	CARDIO_SCRN_STAT_DESC	CHAR	40	Yes

MEDICAL: (Continued)

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_CARDIO_ SCRN_TYP_TBL	CARDIO_SCRN_TYP_CD	CHAR	1	No
	CARDIO_SCRN_TYP_DESC	CHAR	60	Yes
PERS_IND_DENT_ SCRN_TBL	IND_DENT_SCRN_CD	CHAR	1	No
	IND_DENT_SCRN_DESC	CHAR	80	Yes
PERS_IND_MED_ BD_TBL	IND_MED_BD_CD	CHAR	1	No
	IND_MED_BD_DESC	CHAR	60	Yes
PERS_MIL_PHYPR_ FCT_TBL	MIL_PHYPR_FCT_CD	CHAR	1	No
	MIL_PHYPR_FCT_DESC	CHAR	40	Yes
PERS_MIL_PHYPR_ MOD_TBL	MIL_PHYPR_MOD_CD	CHAR	1	No
	MIL_PHYPR_MOD_DESC	CHAR	20	Yes
PERS_PANO_DENT_ XRAY_LOC_TBL	PANO_DENT_XRAY_LOC_CD	CHAR	1	No
	PANO_DENT_XRAY_LOC_DESC	CHAR	40	Yes
PERS_TYPE_IMMU_ ADMIN_TBL	TYPE_IMMU_ADMIN_CD	CHAR	1	No
	TYPE_IMMU_ADMIN_DESC	CHAR	40	Yes

PERSONNEL SECURITY INVESTIGATION:

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_PSINVES_ COMPL_TBL	PSINVES_COMPL_CD	CHAR	1	No
	PSINVES_COMPL_DESC	CHAR	60	Yes
PERS_PSINVES_ INIT_TBL	PSINVES_INIT_CD	CHAR	1	No
	PSINVES_INIT_DESC	CHAR	60	Yes
PERS_PSINVES_ RQRD_TBL	PSINVES_RQRD_CD	CHAR	1	No
	PSINVES_RQRD_DESC	CHAR	60	Yes
PERS_SEC_NDIS_ AGRM_PROC_TBL	SEC_NDIS_AGRM_PROC_CD	CHAR	1	No
	SEC_NDIS_AGRM_PROC_DESC	CHAR	20	Yes

SELECT, TRAIN, PROMOTE, AND ASSIGN:

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_BASIC_MKS_ QUAL_BAD_TBL	BASIC_MKS_QUAL_LVL_CD	CHAR	1	No
	BASIC_MKS_QUAL_DESC	CHAR	20	Yes

SELECT, TRAIN, PROMOTE, AND ASSIGN: (Continued)

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_FED_	AWD_PRECEDENCE	CHAR	3	No
AWARDS_CODE_	AWD_CAT_CD	CHAR	8	No
TBL	AWD_DESC	CHAR	60	Yes
	PTS	NUMB	2	Yes
PERS_ST_AWARDS_	AWD_PRECEDENCE	CHAR	2	No
CODE_TBL	AWD_CAT_CD	CHAR	8	No
	AWD_DESC	CHAR	60	Yes
	PTS	NUMB	2	Yes
PERS_WPN_TYPE_	WPN_TYPE_FIRED_CD	CHAR	2	No
FIRED_TBL	WPN_TYPE_FIRED_DESC	CHAR	40	Yes

SUSPENSION OF FAVORABLE PERSONNEL ACTIONS:

TABLE	COLUMN	TYPE	SIZE	NULL
PERS_SFPA_	SFPA_INDIC_CD	CHAR	1	No
INDIC_TBL	SFPA_INDIC_DESC	CHAR	20	Yes
PERS_SFPA_RSN_	SFPA_RSN_CD	CHAR	1	No
TBL	SFPA_RSN_DESC	CHAR	60	Yes
PERS_TYPE_SFPA_	TYPE_SFPA_REPT_CD	CHAR	1	No
REPT_TBL	TYPE_IMMU_ADMIN_DESC	CHAR	40	Yes

G.13 Entry Error Messages and Corrections. Error messages
are displayed at the terminal whenever a screen entry is
unacceptable for system use. The cause of the error and
corrective procedures for the messages are often provided in
the messages and are usually self-explanatory. Error
messages issued other than the following are ORACLE issued.
If unclear about the ORACLE issued error message, please
contact your Database Administrator.

CANNOT HAVE TWO SFPA OF SAME TYPE ACTIVE

CANNOT REMOVE SFPA BEFORE REPORTING

DATE MUST BE ENTERED IF AWARD CODE ENTERED

DATE MUST BE ENTERED IF INDIVIDUAL FAMILY CARE PLAN STATUS
CODE ENTERED

DUPLICATE AWD-CAT! CHECK DATE. IF DIFFERENT, ENTER LATER AND
ADD TO TIME-GNT

FIELD MAY NOT BE BLANK FOR THIS INDIVIDUAL

FUTURE DATE NOT ALLOWED

IF DO NOT HAVE FCT OR MOD CODE CANNOT HAVE EFF-DT

IF ENTER CARDIO-SCRN-STAT MUST ENTER RSLT-CD

IF ENTER CARDIO-SCRN-STAT MUST ENTER DATE, PHASE-NR, AND
RSLT-CD

IF HAVE CARDIO-SCRN-STAT MUST ENTER CARDIO-SCR-PHAS-NR

IF ENTER LANG-IDENT, MUST ENTER DATE TESTED

IF ENTERED LANG-IDENT, MUST ENTER DATE TESTED

IF ENTER MIL-PHYPR-EFF-DATE MUST ENTER FCT CODE AND MOD CODE

IF HAVE DLAB-SCORE MUST ENTER YR-MO-DLAB-TEST

IF HAVE FCT OR MOD CODE MUST HAVE EFF-DT

IF HAVE MOD OR FCT CODE CANNOT HAVE EXP-DT

IF REPORT LANG-IDENT, MUST REPORT DATE TESTED

IF SFPA-INDIC IS N TYPE-SFPA-REPT CANNOT BE A

IF SFPA-INDIC IS 'Y' THEN MUST ENTER SFPA-RSN

IF SFPA-INDIC IS Y THEN MUST ENTER TYPE-SFPA-REPT

INVALID CODE

INVALID CODE ENTERED; PRESS [LIST FIELD VALUES] FOR VALID CODES

INVALID DATE

MAY NOT ENTER DATE WITHOUT SCORE

MUST BLANK DATE IF SFPA-INDIC IS Y

MUST ENTER CODE IF LANG-IDENT ENTERED

MUST ENTER CODE IF LANG-LISTEN-EVAL-METHD ENTERED

MUST ENTER DATE

MUST ENTER DATE IF ENTER BADGE

MUST ENTER DATE IF ENTER CARDIO-SCRN-STAT

MUST ENTER DATE IF ENTER CODE

MUST ENTER DATE IF ENTER COMPLETION CODE

MUST ENTER DATE IF ENTER TYPE

MUST ENTER DATE IF ENTER MOD CODE

MUST ENTER DATE IF ENTER PANO-DENT-XRAY-LOC

MUST ENTER DATE IF MOD OR FCT CODE ENTERED

MUST ENTER DATE IF SFPA-INDIC IS N

MUST ENTER EFF-DATE IF ENTER FCT-CODE

MUST ENTER FCP CODE IF ENTER DATE

MUST ENTER LEVEL IF LANG-SPEAK-EVAL-METHD ENTERED

MUST ENTER LEVEL WHEN ENTER LANG-READ-EVAL-METHD

MUST ENTER LEVEL WHEN LANG-SPEAK-EVAL-METHD ENTERED

MUST ENTER NUMBER IF ENTER AWARD CODE

MUST ENTER SCORE IF LANG-LISTEN-EVAL-METHD ENTERED

MUST ENTER SCORE IF LANG-READ-EVAL-METHD ENTERED

MUST ENTER TYPE IF LANG-LISTEN-EVAL-METHD ENTERED

MUST ENTER TYPE IF LANG-READ-EVAL-METHD ENTERED

MUST ENTER WEAPON TYPE IF ENTER BADGE

MUST INCLUDE NUMBER IF INCLUDE AWARD CODE

NAME DOES NOT MATCH SSN

NAME DOES NOT MATCH SSN ON PERS_PERSON_TBL

SSN NOT IN PERS_PERSON_TBL

SSN NOT ON PERS-PERSON-TBL

SSN NOT FOUND IN PERS_PERSON_TBL

THIS SSN IS BEING PROCESSED AT ANOTHER TERMINAL; PLEASE TRY
LATER

APPENDIX H

LOCAL SUPPLEMENTAL DATABASE REPORTS

TABLE OF CONTENTS

APPENDIX H

LOCAL SUPPLEMENTAL DATABASE REPORTS

H.1 Reports. There are two methods to access the LSDB
Reports screens. First, the SIDPERS-ARNG Main Menu is used
to gain access to the LSDB screens. Figure H.1-1 shows the
SIDPERS-ARNG Main Menu with the LSDB option. To select LSDB
from the SIDPERS-ARNG Main Menu, highlight "07 LOCAL
SUPPLEMENTAL DATABASE" using the [↓] [UP ARROW] or [↑] [DOWN
ARROW] and press [RETURN]. You can also select this option
by typing 7 and pressing [RETURN]. The LOCAL SUPPLEMENTAL
DATABASE MENU screen, shown in Figure H.1-2, is displayed.

The second method bypasses the SIDPERS-ARNG Main Menu. At
the system prompt, type **lsdb username password** and press
[RETURN]. The LOCAL SUPPLEMENTAL DATABASE MENU screen
(Figure H.1-2) is displayed.

```
+---------------------------------------------------------------+
|                    S I D P E R S - A R N G                    |
|                                                               |
|   MM/DD/YY                VERSION 4.1                HH:MM:SS  |
|                                                               |
|                          MAIN MENU                            |
|                                                               |
|             01   ADMINISTRATIVE FUNCTIONS                     |
|             02   REPORTS                                      |
|             03   PERSONNEL ACTIONS                            |
|             04   QUERIES                                      |
|             05   ORGANIZATIONAL PROCESSING                    |
|             06   LOCAL MENU                                   |
|             07   LOCAL SUPPLEMENTAL DATABASE                  |
|             99   EXIT                                         |
|                                                               |
|                                                               |
|             PLEASE ENTER SELECTION: ..                        |
+---------------------------------------------------------------+
```

Figure H.1-1. SIDPERS Main Menu Screen.

```
                        S I D P E R S - A R N G
   MM/DD/YY        LOCAL SUPPLEMENTAL DATABASE MENU         HH:MM:SS
                            VERSION 1.3

              01   ALL CATEGORIES
              02   LANGUAGE PROFICIENCY
              03   MEDICAL
              04   MISCELLANEOUS
              05   PERSONNEL SECURITY INVESTIGATION
              06   PERSONNEL AWARDS
              07   SELECT, TRAIN, PROMOTE, AND ASSIGN
              08   SUSPENSION OF FAVORABLE PERSONNEL ACTIONS
              10   REPORTS
              98   RETURN
              99   EXIT


              PLEASE ENTER SELECTION: ..
```

Figure H.1-2.   Local Supplemental Database Menu.

To select the Report option from the LSDB Main Menu,
highlight "10 REPORTS" using the [↑][UP ARROW] or [↓][DOWN
ARROW] and press [RETURN]. You can also select this option
by typing 10 and pressing [RETURN].

Only authorized level 1 users have access to this menu. If
you are not authorized to use this menu, the error message
"SELECTION DENIED" will be displayed. If you are
authorized, the Reports Menu shown in Figure H.1-3 will be
displayed.

```
  MM/DD/YY              LOCAL SUPPLEMENTAL DATABASE          HH:MM:SS
                             REPORTS MENU

  01     GPFR-4100      ENLISTED PROMOTION POINT WORKSHEET (SSN)
  02     GPFR-4100      ENLISTED PROMOTION POINT WORKSHEET (UPC)
  03     GPFR-1840      PROMOTION ELIGIBILITY ROSTER BY PR_NBR AND NAME
  04     GPFR-1840      PROMOTION ELIGIBILITY ROSTER BY RPT_SEQ_CODE AND NAME
  05     GPFR-1840      PROMOTION ELIGIBILITY ROSTER BY NAME
  06     GPFR-1840      PROMOTION ELIGIBILITY ROSTER BY UIC
  07     GPFR-1860      PROMOTION LIST BY GRADE AND NAME
  08     GPFR-1860      PROMOTION LIST BY GRADE AND CPMOS
  09     GPFR-1860      PROMOTION LIST BY GRADE AND CPMOS (LESS SSN'S)
  98     RETURN
  99     EXIT
                       PLEASE ENTER SELECTION: ..
```

Figure H.1-3.   SIDPERS LSDB Reports Menu.

H.1.1 Enlisted Promotion Point Worksheet.

H.1.1.1 NGB Form 4100-1-R-E Worksheet (SSN) (GPFR-4100).
When you select this report from the LSDB Reports Menu, the
GPFR Output Products Parameter Screen shown in Figure H.1-4
is displayed.

```
                      GPFR OUTPUT PRODUCTS
                       PARAMETER SCREEN


GPFR-4100  - ENLISTED PROMOTION POINT WORKSHEET (NGB FORM 4100-1-R-E)

ENTER UP TO 15 SSN's:

  SSN:



  DATE FOR CALCULATION/VERIFICATION (YYMMDD)
  (Basis for calculating TIG, TIS and Wpns Qual/APFT Date Verification)

          Begin processing report (Y/N)?
```

Figure H.1-4. SIDPERS Output Products Parameter Screen.

(1) After "SSN:" enter the SSNs of the service members.
     (You can enter up to 15 SSNs.) When you have typed the
     last SSN, press [RETURN].

     The cursor automatically moves to the "DATE FOR
     CALCULATION/VERIFICATION" prompt.

(2) After "DATE FOR CALCULATION/VERIFICATION", enter the
     date desired in YYMMDD format.

     The cursor automatically moves to the "Begin processing
     report" prompt.

(3) Enter "Y" to begin generating the report or "N" if no
     report is desired, press [RETURN], and press [COMMIT].

     The GPFR Output Products Parameter Screen is then
     redisplayed. All fields on the screen are blank. The
     message "REPORTS ARE BEING GENERATED" is shown at
     bottom of the screen if a report is requested.

(4) To return to LSDB Reports Menu, press [Exit/Cancel].

H.1.1.2 NGB Form 4100-1-R-E Worksheet (UPC) (GPFR-4100). When
you select this report from the LSDB Reports Menu, the GPFR
Output Products Parameter Screen shown in Figure H.1-5 is
displayed.

```
                           GPFR OUTPUT PRODUCTS
                            PARAMETER SCREEN


GPFR-4100  - ENLISTED PROMOTION POINT WORKSHEET (NGB FORM 4100-1-R-E)


ELIGIBLE     'S BEING CONSIDERED FOR NEXT HIGHER GRADE
(Example: Insert pay grade, i.e, E6, to be considered for E7)
DOR_RES         IN CURRENT GRADE TO BE CONSIDERED FOR NEXT HIGHER GRADE
(Enter minimal DOR_RES that will satisfy Time in Grade criteria)
DATE FOR CALCULATION/VERIFICATION (YYMMDD)
(Basis for calculating TIG, TIS, and Wpns Qual/APFT Date Verification)


ENTER UP TO 20 UNIT PROCESSING CODES (UPCs) ELSE LEAVE BLANK FOR ALL UPCs:




ENTER STATE DECLINATION DATA (Y/N)

          Begin processing report (Y/N)?
```

Figure H.1-5. SIDPERS Output Products Parameter Screen.

(1) After "ELIGIBLE", enter the pay grade to be considered
for the next higher grade.

The cursor automatically moves to the next field after
the last character is typed.

(2) After "DOR_RES", enter the Date of Rank - Reserve to be
considered for the next higher grade.

The cursor automatically moves to the next field after
the last character is typed.

(3) After "DATE FOR CALCULATION/VERIFICATION", enter the
date desired in YYMMDD format.

The cursor automatically moves to the next field after
the last character is typed.

(4) If reports for specific units are required, enter UPCs
of these units. (You can enter up to 20 UPCs.) When
you have typed the last UPC, press [RETURN]. If all
units are required, press [RETURN] without entering any
UPCs.

The cursor automatically moves to the "ENTER STATE
DECLINATION DATA" prompt.

(5)   Enter "Y" to update the State Declination data or "N"
      to skip the State Declination data update, and press
      [RETURN].

      When "Y" is entered, the state declination data are
      displayed in the State Declination Data Screen (Figure
      H.1-6) for update or review. When "N" is entered, the
      cursor automatically moves to the "Begin processing
      report" prompt.

(6)   Enter "Y" to begin generating the report or "N" if no
      report is desired, press [RETURN], and press [COMMIT].

      The GPFR Output Products Parameter Screen is then
      redisplayed. All fields on the screen are blank. The
      message "REPORTS ARE BEING GENERATED" is shown at
      bottom of the screen if a report is requested.

(7)   To return to LSDB Reports Menu, press [Exit/Cancel].

H.1.1.2.1 <u>State Declination Data Screen (GPFR-4100)</u>. When you
select state declination data from the NGB Form 4100-1-R-E
Worksheet (UPC) Screen, the GPFR Output Products Parameter Screen
shown in Figure H.1-6 is displayed.

```
                        GPFR OUTPUT PRODUCTS
                         PARAMETER SCREEN

GPFR-4100   -   STATE DECLINATION DATA
 REVIEW/UPDATE UP TO SEVEN (7) REASONS FOR DECLINATION:

1.

2.

3.

4.

5.

6.

7.

        Begin processing report (Y/N)?
```

Figure H.1-6. SIDPERS Output Products Parameter Screen.

(1) Enter state declination data. (You can enter up to
     seven lines of data.) Press [RETURN] to advance to the
     next line. When you have typed the last line of data,
     press [RETURN].

     The cursor automatically moves to the "Begin processing
     report" prompt.

(2) Enter "Y" to begin generating the report or "N" if no
     report is desired, press [RETURN], and press [COMMIT].

     The GPFR Output Products Parameter Screen (Figure H.1-
     5) is then redisplayed. All fields on the screen are
     blank. The message "REPORTS ARE BEING GENERATED" is
     shown at bottom of the screen if a report is requested.

H.1.2 Promotion Eligibility Roster.

H.1.2.1 Unit Level.

H.1.2.1.1 Promotion Eligibility Roster by Payroll Number and Name (GPFR-1840). When you select this report from the LSDB Reports Menu, the GPFR Output Products Parameter Screen shown in Figure H.1-7 is displayed.

```
                       GPFR OUTPUT PRODUCTS
                        PARAMETER SCREEN


GPFR-1840  -  PROMOTION  ELIGIBILITY  ROSTER  BY  PR-NBR  AND  NAME


DATE OF REPORT     (YY/MM/DD):
DATE FOR SUSPENSE  (YY/MM/DD):
DATE FOR BOARD     (YY/MM/DD):


ELIGIBLE      'S BEING CONSIDERED FOR NEXT HIGHER GRADE
(Example:  insert pay grade, i.e, E6, to be considered for E7)
DOR_RES          IN CURRENT GRADE TO BE CONSIDERED FOR NEXT HIGHER GRADE
(Enter minimal DOR_RES that will satisfy Time in Grade criteria)
DATE FOR TIS        TO BE CONSIDERED FOR NEXT HIGHER GRADE
(Enter minimal Date that will satisfy Time in Service Criteria)


ENTER UP TO 20 UNIT PROCESSING CODES (UPCs) ELSE LEAVE BLANK FOR ALL UPCs:


          Begin processing report (Y/N)?
```

Figure H.1-7. SIDPERS Output Products Parameter Screen.

(1) After "DATE OF REPORT", enter the report date desired in YYMMDD format.

The cursor automatically moves to the next field after the last character is typed.

(2) After "DATE FOR SUSPENSE", enter the suspense date desired in YYMMDD format.

The cursor automatically moves to the next field after the last character is typed.

(3) After "DATE FOR BOARD", enter the board date desired in YYMMDD format.

The cursor automatically moves to the next field after the last character is typed.

(4) After "ELIGIBLE", enter the pay grade to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(5)   After "DOR_RES", enter the Date of Rank - Reserve to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(6)   After "DATE FOR TIS", enter the date for Time in Service to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(7)   If reports for specific units are required, enter UPCs of these units. (You can enter up to 20 UPCs.) When you have typed the last UPC, press [RETURN]. If all units are required, press [RETURN] without entering any UPCs.

The cursor automatically moves to the "Begin processing report" prompt.

(8)   Enter "Y" to begin generating the report or "N" if no report is desired, press [RETURN], and press [COMMIT].

The GPFR Output Products Parameter Screen is then redisplayed. All fields on the screen are blank. The message "REPORTS ARE BEING GENERATED" is shown at the bottom of the screen if a report is requested.

(9)   To return to LSDB Reports Menu, press [Exit/Cancel].

H.1.2.1.2 Promotion Eligibility Roster by Report Sequence Code
and Name (GPFR-1840). When you select this report from the LSDB
Reports Menu, the GPFR Output Products Parameter Screen shown in
Figure H.1-8 is displayed.

```
                        GPFR OUTPUT PRODUCTS
                          PARAMETER SCREEN

GPFR-1840  -  PROMOTION  ELIGIBILITY  ROSTER  BY  RPT-SEQ-CODE  AND  NAME

DATE OF REPORT     (YY/MM/DD):
DATE FOR SUSPENSE  (YY/MM/DD):
DATE FOR BOARD     (YY/MM/DD):


ELIGIBLE      'S BEING CONSIDERED FOR NEXT HIGHER GRADE
(Example:  insert pay grade, i.e, E6, to be considered for E7)
DOR_RES         IN CURRENT GRADE TO BE CONSIDERED FOR NEXT HIGHER GRADE
(Enter minimal DOR_RES that will satisfy Time in Grade criteria)
DATE FOR TIS        TO BE CONSIDERED FOR NEXT HIGHER GRADE
(Enter minimal Date that will satisfy Time in Service Criteria)


ENTER UP TO 20 UNIT PROCESSING CODES (UPCs) ELSE LEAVE BLANK FOR ALL UPCs:



            Begin processing report (Y/N)?
```

Figure H.1-8. SIDPERS Output Products Parameter Screen.

(1) After "DATE OF REPORT", enter the report date desired
     in YYMMDD format.

     The cursor automatically moves to the next field after
     the last character is typed.

(2) After "DATE FOR SUSPENSE", enter the suspense date
     desired in YYMMDD format.

     The cursor automatically moves to the next field after
     the last character is typed.

(3) After "DATE FOR BOARD", enter the board date desired in
     YYMMDD format.

     The cursor automatically moves to the next field after
     the last character is typed.

(4) After "ELIGIBLE", enter the pay grade to be considered
     for the next higher grade.

     The cursor automatically moves to the next field after
     the last character is typed.

(5) After "DOR_RES", enter the Date of Rank - Reserve to be
     considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(6) After "DATE FOR TIS", enter the date for Time in Service to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(7) If reports for specific units are required, enter UPCs of these units. (You can enter up to 20 UPCs.) When you have typed the last UPC, press [RETURN]. If all units are required, press [RETURN] without entering any UPCs.

The cursor automatically moves to the "Begin processing report" prompt.

(8) Enter "Y" to begin generating the report or "N" if no report is desired, press [RETURN], and press [COMMIT].

The GPFR Output Products Parameter Screen is then redisplayed. All fields on the screen are blank. The message "REPORTS ARE BEING GENERATED" is shown at · bottom of the screen if a report is requested.

(9) To return to LSDB Reports Menu, press [Exit/Cancel].

H.1.2.1.3 Promotion Eligibility Roster by Name (GPFR-1840).
When you select this report from the LSDB Reports Menu, the GPFR
Output Products Parameter Screen shown in Figure H.1-9 is
displayed.

```
                        GPFR OUTPUT PRODUCTS
                         PARAMETER SCREEN

GPFR-1840  -  PROMOTION  ELIGIBILITY  ROSTER  BY  NAME


DATE OF REPORT      (YY/MM/DD):
DATE FOR SUSPENSE (YY/MM/DD):
DATE FOR BOARD      (YY/MM/DD):


ELIGIBLE      'S BEING CONSIDERED FOR NEXT HIGHER GRADE
(Example:  insert pay grade, i.e, E6, to be considered for E7)
DOR_RES          IN CURRENT GRADE TO BE CONSIDERED FOR NEXT HIGHER GRADE
(Enter minimal DOR_RES that will satisfy Time in Grade criteria)
DATE FOR TIS          TO BE CONSIDERED FOR NEXT HIGHER GRADE
(Enter minimal Date that will satisfy Time in Service Criteria)


ENTER UP TO 20 UNIT PROCESSING CODES (UPCs) ELSE LEAVE BLANK FOR ALL UPCs:



           Begin processing report (Y/N)?
```

Figure H.1-9. SIDPERS Output Products Parameter Screen.

(1) After "DATE OF REPORT", enter the report date desired
     in YYMMDD format.

     The cursor automatically moves to the next field after
     the last character is typed.

(2) After "DATE FOR SUSPENSE", enter the suspense date
     desired in YYMMDD format.

     The cursor automatically moves to the next field after
     the last character is typed.

(3) After "DATE FOR BOARD", enter the board date desired in
     YYMMDD format.

     The cursor automatically moves to the next field after
     the last character is typed.

(4) After "ELIGIBLE", enter the pay grade to be considered
     for the next higher grade.

     The cursor automatically moves to the next field after
     the last character is typed.

(5) After "DOR_RES", enter the Date of Rank - Reserve to be
     considered for the next higher grade.

H-11

The cursor automatically moves to the next field after the last character is typed.

(6) After "DATE FOR TIS", enter the date for Time in Service to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(7) If reports for specific units are required, enter UPCs of these units. (You can enter up to 20 UPCs.) When you have typed the last UPC, press [RETURN]. If all units are required, press [RETURN] without entering any UPCs.

The cursor automatically moves to the "Begin processing report" prompt.

(8) Enter "Y" to begin generating the report or "N" if no report is desired, press [RETURN], and press [COMMIT].

The GPFR Output Products Parameter Screen is then redisplayed. All fields on the screen are blank. The message "REPORTS ARE BEING GENERATED" is shown at bottom of the screen if a report is requested.

(9) To return to LSDB Reports Menu, press [Exit/Cancel].

H.1.2.1.4 Promotion Eligibility Roster by Unit Identification Code (GPFR-1840). When you select this report from the LSDB Reports Menu, the GPFR Output Products Parameter Screen shown in Figure H.1-10 is displayed.

```
                        GPFR OUTPUT PRODUCTS
                          PARAMETER SCREEN


 GPFR-1840  -  PROMOTION  ELIGIBILITY  ROSTER  BY  UIC


 DATE OF REPORT     (YY/MM/DD):
 DATE FOR SUSPENSE (YY/MM/DD):
 DATE FOR BOARD     (YY/MM/DD):


 ELIGIBLE      'S BEING CONSIDERED FOR NEXT HIGHER GRADE
 (Example:  insert pay grade, i.e, E6, to be considered for E7)
 DOR_RES          IN CURRENT GRADE TO BE CONSIDERED FOR NEXT HIGHER GRADE
 (Enter minimal DOR_RES that will satisfy Time in Grade criteria)
 DATE FOR TIS        TO BE CONSIDERED FOR NEXT HIGHER GRADE
 (Enter minimal Date that will satisfy Time in Service Criteria)


 ENTER UP TO 20 UNIT PROCESSING CODES (UPCs) ELSE LEAVE BLANK FOR ALL UPCs:



            Begin processing report (Y/N)?
```

Figure H.1-10. SIDPERS Output Products Parameter Screen

    (1)   After "DATE OF REPORT", enter the report date desired in YYMMDD format.

           The cursor automatically moves to the next field after the last character is typed.

    (2)   After "DATE FOR SUSPENSE", enter the suspense date desired in YYMMDD format.

           The cursor automatically moves to the next field after the last character is typed.

    (3)   After "DATE FOR BOARD", enter the board date desired in YYMMDD format.

           The cursor automatically moves to the next field after the last character is typed.

    (4)   After "ELIGIBLE", enter the pay grade to be considered for the next higher grade.

           The cursor automatically moves to the next field after the last character is typed.

    (5)   After "DOR_RES", enter the Date of Rank - Reserve to be considered for the next higher grade.

The cursor automatically moves to the next field after
the last character is typed.

(6)   After "DATE FOR TIS", enter the date for Time in
        Service to be considered for the next higher grade.

        The cursor automatically moves to the next field after
        the last character is typed.

(7)   If reports for specific units are required, enter UPCs
        of these units. (You can enter up to 20 UPCs.) When
        you have typed the last UPC, press [RETURN]. If all
        units are required, press [RETURN] without entering any
        UPCs.

        The cursor automatically moves to the "Begin processing
        report" prompt.

(8)   Enter "Y" to begin generating the report or "N" if no
        report is desired, press [RETURN], and press [COMMIT].

        The GPFR Output Products Parameter Screen is then
        redisplayed. All fields on the screen are blank. The
        message "REPORTS ARE BEING GENERATED" is shown at
        bottom of the screen if a report is requested.

(9)   To return to LSDB Reports Menu, press [Exit/Cancel].

H.1.3 Promotion List.

H.1.3.1 Promotion List by Grade and Name (GPFR-1860). When you select this report from the LSDB Reports Menu, the GPFR Output Products Parameter Screen shown in Figure H.1-11 is displayed.

```
                        GPFR OUTPUT PRODUCTS
                        PARAMETER SCREEN

GPFR-1860  -  PROMOTION LIST - BY GRADE AND NAME

 DATE OF REPORT:
 (Basis for calculating TIG, TIS and Wpns Qual/APFT verification)
 RANK CONSIDERED:
 DOR_RES:              IN CURRENT GRADE TO BE CONSIDERED FOR NEXT HIGHER
                       GRADE.
 (Enter minimal DOR_RES that will satisfy Time in Grade criteria)
 DATE FOR TIS:         TO BE CONSIDERED FOR NEXT HIGHER GRADE
 (Enter minimal Date that will satisfy Time in Service criteria)

                    Begin processing report (Y/N)?
```

Figure H.1-11. SIDPERS Output Products Parameter Screen.

(1) After "DATE OF REPORT", enter the report date desired in YYMMDD format.

The cursor automatically moves to the next field after the last character is typed.

(2) After "RANK CONSIDERED", enter the pay grade to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(3) After "DOR_RES", enter the Date of Rank - Reserve to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(4) After "DATE FOR TIS", enter the date for Time in Service to be considered for the next higher grade.

The cursor automatically moves to the "Begin processing report" prompt.

(5) Enter "Y" to begin generating the report or "N" if no report is desired, press [RETURN], and press [COMMIT].

The GPFR Output Products Parameter Screen is then redisplayed. All fields on the screen are blank. The

message "Report si1860 being generated" is shown at bottom of the screen if a report is requested.

(6) To return to LSDB Reports Menu, press [Exit/Cancel].

H.1.3.2 Promotion List by Grade and Career Progression Military
Occupational Speciality (GPFR-1860). When you select this report
from the LSDB Reports Menu, the GPFR Output Products Parameter
Screen shown in Figure H.1-12 is displayed.

```
                         GPFR OUTPUT PRODUCTS
                          PARAMETER SCREEN


  GPFR-1860  -  PROMOTION LIST - BY GRADE AND CPMOS


    DATE OF REPORT:
    (Basis for calculating TIG, TIS and Wpns Qual/APFT verification)
    RANK CONSIDERED:
    DOR_RES:              IN CURRENT GRADE TO BE CONSIDERED FOR NEXT HIGHER
                          GRADE.
    (Enter minimal DOR_RES that will satisfy Time in Grade criteria)
    DATE FOR TIS:         TO BE CONSIDERED FOR NEXT HIGHER GRADE
    (Enter minimal Date that will satisfy Time in Service criteria)

            CPMOS:

         Begin processing report (Y/N)?
```

Figure H.1-12. SIDPERS Output Products Parameter Screen.

(1) After "DATE OF REPORT", enter the report date desired
     in YYMMDD format.

     The cursor automatically moves to the next field after
     the last character is typed.

(2) After "RANK CONSIDERED", enter the pay grade to be
     considered for the next higher grade.

     The cursor automatically moves to the next field after
     the last character is typed.

(3) After "DOR_RES", enter the Date of Rank - Reserve to be
     considered for the next higher grade.

     The cursor automatically moves to the next field after
     the last character is typed.

(4) After "DATE FOR TIS", enter the date for Time in
     Service to be considered for the next higher grade.

     The cursor automatically moves to the next field after
     the last character is typed.

(5) After "CPMOS" enter the desired CPMOS.

     The cursor automatically moves to the "Begin processing
     report" prompt.

(6) Enter "Y" to begin generating the report or "N" if no
     report is desired, press [RETURN], and press [COMMIT].

     The GPFR Output Products Parameter Screen is then
     redisplayed. All fields on the screen are blank. The
     message "Report si1860 being generated" is shown at
     bottom of the screen if a report is requested.

(7) To return to LSDB Reports Menu, press [Exit/Cancel].

H.1.3.2 Promotion List by Grade and Career Progression Military Occupational Speciality - Less SSN's (GPFR-1860). When you select this report from the LSDB Reports Menu, the GPFR Output Products Parameter Screen shown in Figure H.1-13 is displayed.

```
                          GPFR OUTPUT PRODUCTS
                           PARAMETER SCREEN


GPFR-1860  -  PROMOTION LIST - BY GRADE AND CPMOS (LESS SSN's)


  DATE OF REPORT:
  (Basis for calculating TIG, TIS and Wpns Qual/APFT verification)
  RANK CONSIDERED:
  DOR_RES:              IN CURRENT GRADE TO BE CONSIDERED FOR NEXT HIGHER
                       GRADE.
  (Enter minimal DOR_RES that will satisfy Time in Grade criteria)
  DATE FOR TIS:        TO BE CONSIDERED FOR NEXT HIGHER GRADE
  (Enter minimal Date that will satisfy Time in Service criteria)

        CPMOS:

        Begin processing report (Y/N)?
```

Figure H.1-13. SIDPERS Output Products Parameter Screen.

(1) After "DATE OF REPORT", enter the report date desired in YYMMDD format.

The cursor automatically moves to the next field after the last character is typed.

(2) After "RANK CONSIDERED", enter the pay grade to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(3) After "DOR_RES", enter the Date of Rank - Reserve to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(4) After "DATE FOR TIS", enter the date for Time in Service to be considered for the next higher grade.

The cursor automatically moves to the next field after the last character is typed.

(5) After "CPMOS", enter the desired CPMOS.

The cursor automatically moves to the "Begin processing report" prompt.

(6)　Enter "Y" to begin generating the report or "N" if no report is desired, press [RETURN], and press [COMMIT].

The GPFR Output Products Parameter Screen is then redisplayed. All fields on the screen are blank. The message "Report si1860 being generated" is shown at bottom of the screen if a report is requested.

(7)　To return to LSDB Reports Menu, press [Exit/Cancel].

OUTPUT	PCN	DISTRIBUTION	PAGE
Enlisted Promotion Point Worksheet(NGB Form 4100-1-R-E)	GPFR-4100	A, C	H-22
Promotion Eligibility Roster by Payroll Number and Name	GPFR-1840	C	H-25
Promotion Eligibility Roster by Report Sequence Code and Name	GPFR-1840	C	H-27
Promotion Eligibility Roster by Name	GPFR-1840	A	H-29
Promotion Eligibility Roster by Unit Identification Code	GPFR-1840	A	H-31
Promotion List by Grade and Name	GPFR-1860	A	H-33
Promotion List by Grade and CPMOS	GPFR-1860	A	H-35
Promotion List by Grade and CPMOS (Less SSN's)	GPFR-1860	A	H-37

DISTRIBUTION KEY:

    A - SIDPERS Interface Branch (SIB)
    B - Military Personnel Management Office (MPMO)
    C - Unit
    E - Administrative Control (ADCON)
    J - Military Pay Branch/Section
    K - Individual Service Member
    O - Optional, To Be Determined by the SIB Chief

PCN: GPFR-4100

REPORT TITLE: NGB Form 4100-1-R-E Enlisted Promotion Point Worksheet

PURPOSE: Provides board members the sum of each soldier's qualities and
            qualifications, matters of record, past performance with the
            heaviest weight given to the recent past, and the soldier's
            potential to serve in the positions of greater responsibility in
            order to be considered objectively, equally and fairly.

FIELD	DESCRIPTION
1	NAME - Name of individual.
2	SSN - Social Security Number.
3	RANK - Rank.
4	UNIT NAME - Unit Name.
5	PMOSD - Primary Military Occupational Specialty Designator.
6	PULHES - Physical Profile Serial.
7	DOB - Date of Birth.
8	DOR - Date of Rank-Reserve.
9	PEBD - Pay Entry Basic Date.
10	BESD - Basic Entry Service Date.
11	ETS - Expiration Term of Service Date.
12	ACTIVE STATUS PROGRAM - Active Status Program.
13	TECHNICIAN/SELECTIVE SERVICE CODE - Technician Selective Service Code.
14-33	AWARD - Award Category.
34	WEAPONS QUALIFICATION - Military Weapon Type Fired Code.
35	APFT SCORE - Army Physical Fitness Test Score.
36	OTHER RESIDENT TRAINING WEEKS - Military Education Course Week Quantity.
37	SELF-DEVELOPMENT COURSE HOURS - Military Education Hour Completion Quantity.
38	NCO EDUCATION LEVEL - NCO Education level.
39	POST-SECONDARY SEMESTER HOURS - Civilian Education College Semester Hour Quantity.
40	INFORMATION VERIFICATION - NCO Promotion Verification.
41-45	LEADER # - Leader Appraisal - Scores 1 thru 5.
46	DATE FOR CALCULATION - Date for calculating the Time in Grade, Time in Service, weapon qualification level, and APFT score into points.

(continued)

FIELD	DESCRIPTION
	PCN: GPFR-4100 (continued)
	REPORT TITLE: NGB Form 4100-1-R-E Enlisted Promotion Point Worksheet
VIa	<u>TIME IN GRADE</u> - Total points for Time In Grade.
VIb	<u>TIME IN SERVICE</u> - Total points for Time In Service.
VIc	<u>AWARDS</u> - Total points for both Federal and State Awards.
VId	<u>WEAPON QUALIFICATION</u> - Total points for Weapon Qualification.
VIe	<u>APFT</u> - Total points for most current Army Physical Fitness Tests.
VIf	<u>OTHER RESIDENT COURSES</u> - Total points for other military resident courses completed.
VIg	<u>SELF-DEVELOPMENT COURSES</u> - Total points for correspondence courses Completed.
VIh	<u>NCOES COURSES</u> - Total points for highest level NCOES course completed.
VIi	<u>POST-SECONDARY COURSES</u> - Total points for post-secondary courses Completed.
VIj	<u>LEADER APPRAISAL AVERAGE SCORE</u> - Average of Leader Appraisal scores 1 thru 5 (fields 41-45).

ENLISTED PROMOTION POINT WORKSHEET
(For use of this form, see NGR 600-200. The proponent agency is NGB-ARP-PE.)

Section I - Personnel System Data

1) Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXX   2) SSN: 999-99-9999 3) Rank: XXXX
4) Unit name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXX   5) PMOSD: XXXXX   6) PULHES: 999999
7) DOB: YYMMDD   8) DOR: YYMMDD[__]   9) PEBD YYMMDD [__] 10) BESD YYMMDD 11) ETS YYMMDD
12) Active status program X   13) Technician/Selective Service Code ... X

Section II - Awards

14) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   15) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
16) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   17) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
18) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   19) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
20) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   21) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
22) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   23) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
24) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   25) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
26) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   27) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
28) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   29) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
30) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   31) Award ......[XXXXXXX]..[0 AWD]..[0 PT]
32) Award ......[XXXXXXX]..[0 AWD]..[0 PT]   33) Award ......[XXXXXXX]..[0 AWD]..[0 PT]

Section III - Training and Education Data

34) Weapons qualification..........[XX]   35) APFT score.......................[ZZ9]
36) Other resident training weeks.[XXX]   37) Self-development course hours.....[XX]
38) NCO education level.............[X]   39) Post-secondary semester hours....[ZZ9]

Section IV - Verification

a. I have verified this information. 40) I do [__] I do not [__] want to be considered for military
education and promotion.

b. (For state use to insert advance declination of positions.)

_____
                    Soldier's signature and date

Section V - Appraisal

41) Leader 1......................[____]   42) Leader 2......................[____]
43) Leader 3......................[____]   44) Leader 4......................[____]
45) Leader 5......................[____]
                                      46)
        Section VI - Total Score and Verification - DATE FOR CALCULATION XXXXXX

a. Field 8:   Time in grade................................[____]   75 points maximum
b. Field 9:   Time in service.............................[____]   50 points maximum
c. Fields 14-33: Awards......................................[____]   75 points maximum
d. Field 34:   Weapon qualification.........................[____]   75 points maximum
e. Field 35:   APFT...[____]   75 points maximum
f. Field 36:   Other resident courses.......................[____]   100 points maximum
g. Field 37:   Self-development courses.....................[____]   100 points maximum
h. Field 38:   NCOES courses................................[____]   100 points maximum
I. Field 39:   Post-secondary courses.......................[____]   100 points maximum
j. Field 41-45: Leader Appraisal average score (State entry).[____]   250 points maximum
                Total possible score 1000 points - State HQ will compute and enter

_____   _____
Recorder: signature and date   Verifier: signature and date
_____

NGB Form 4100-1-R-E, 1 Jul 95

PCN: GPFR-1840

REPORT TITLE: Promotion Eligibility Roster by Payroll Number and Name

PURPOSE: Provides a unit level listing of enlisted personnel eligible for
promotion in order by Payroll Number and Name Individual.

FIELD	COLUMN	DESCRIPTION
A		UIC - Unit Identification Code.
B		DATE OF REPORT - Official Date of Report.
C		PR NBR - Payroll number.
D		UNIT - Unit to which individual belongs.
E		SUSPENSE DATE - Date of Report plus two months.
F		RANK CONSIDERED - Rank to be considered.
G		DATE OF BOARD - Date of Report plus three months.
H		DOR_RES - Date of Rank-Reserve.
I		TIME IN SERVICE - Date for Time in Service to be considered.
	J	NAME - Name of individual.
	K	ATCH FROM - Payroll Number (Attach from).
	L	RANK - First three characters of Grade Abbreviation Code.
	M	PMOSD - Primary Military Occupational Speciality Designator.
	N	DMOSD - Duty Military Occupational Specialty Designator.
	O	CPMOS - Career Progression Military Occupational Specialty.
	P	REMARKS - Hand-written remarks on an individual's response to the declination for military education and promotion.

```
                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

GPFR-1840                      PROMOTION  ELIGIBILITY  ROSTER              Page: XXX
                             BY PAYROLL NUMBER AND NAME
             A                                                          B
UIC:     WXXXXX                                    DATE OF REPORT: YY/MM/DD
             C
PR NBR:  XXX
                    D                                                    E
UNIT:    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX            SUSPENSE DATE: YY/MM/DD
   F                                                                    G
XX's   BEING CONSIDERED FOR NEXT HIGHER GRADE     DATE OF BOARD: YY/MM/DD
   H
YYMMDD: DOR_RES BEING CONSIDERED FOR NEXT HIGHER GRADE
   I
YYMMDD: TIME IN SERVICE BEING CONSIDERED FOR NEXT HIGHER GRADE


     J                          K     L     M     N     O     P
                              ATCH
    NAME                      FROM  RANK  PMOSD DMOSD CPMOS REMARKS

XXXXXXXXXXXXXXXXXXXXXXXXXXX    XXX   XXX   XXXXX XXXXX XXX   -----------------
XXXXXXXXXXXXXXXXXXXXXXXXXXX    XXX   XXX   XXXXX XXXXX XXX   -----------------
XXXXXXXXXXXXXXXXXXXXXXXXXXX    XXX   XXX   XXXXX XXXXX XXX   -----------------
XXXXXXXXXXXXXXXXXXXXXXXXXXX    XXX   XXX   XXXXX XXXXX XXX   -----------------


                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA
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PCN: GPFR-1840

REPORT TITLE: Promotion Eligibility Roster by Report Sequence Code and Name

PURPOSE: Provides a unit level listing of enlisted personnel eligible for promotion in order by Report Sequence Code and Name Individual.

FIELD	COLUMN	DESCRIPTION
A		UIC - Unit Identification Code.
B		DATE OF REPORT - Official Date of Report.
C		PR NBR - Payroll number.
D		UNIT - Unit to which individual belongs.
E		SUSPENSE DATE - Date of Report plus two months.
F		RANK CONSIDERED - Rank to be considered.
G		DATE OF BOARD - Date of Report plus three months.
H		DOR RES - Date of Rank-Reserve.
I		TIME IN SERVICE - Date for Time in Service to be considered.
	J	NAME - Name of individual.
	K	ATCH FROM - Payroll Number (Attach from).
	L	RANK - First three characters of Grade Abbreviation Code.
	M	PMOSD - Primary Military Occupational Speciality Designator.
	N	DMOSD - Duty Military Occupational Specialty Designator.
	O	CPMOS - Career Progression Military Occupational Specialty.
	P	REMARKS - Hand-written remarks on an individual's response to the declination for military education and promotion.

```
                        FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

GPFR-1840                       PROMOTION  ELIBIBILITY  ROSTER                Page: XXX
                            BY REPORT SEQUENCE CODE AND NAME
            A                                                          B
UIC:     WXXXXX                                        DATE OF REPORT: YY/MM/DD
            C
PR NBR:  XXX
                    D                                                  E
UNIT:    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                SUSPENSE DATE: YY/MM/DD
  F                                                     G
XX's   BEING CONSIDERED FOR NEXT HIGHER GRADE         DATE OF BOARD: YY/MM/DD
  H
YYMMDD: DOR_RES BEING CONSIDERED FOR NEXT HIGHER GRADE
  I
YYMMDD: TIME IN SERVICE BEING CONSIDERED FOR NEXT HIGHER GRADE


     J                          K     L     M       N       O     P
                              ATCH
   NAME                       FROM   RANK  PMOSD   DMOSD   CPMOS  REMARKS

XXXXXXXXXXXXXXXXXXXXXXXXX     XXX    XXX   XXXXX   XXXXX   XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXX     XXX    XXX   XXXXX   XXXXX   XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXX     XXX    XXX   XXXXX   XXXXX   XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXX     XXX    XXX   XXXXX   XXXXX   XXX    -----------------


                        FOR OFFICIAL USE ONLY - PRIVACY ACT DATA
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PCN: GPFR-1840

REPORT TITLE: Promotion Eligibility Roster by Name.

PURPOSE: Provides a unit level listing of enlisted personnel eligible for promotion in order by Name Individual.

FIELD	COLUMN	DESCRIPTION
A		UIC - Unit Identification Code.
B		DATE OF REPORT - Official Date of Report.
C		PR NBR - Payroll number.
D		UNIT - Unit to which individual belongs.
E		SUSPENSE DATE - Date of Report plus two months.
F		RANK CONSIDERED - Rank to be considered.
G		DATE OF BOARD - Date of Report plus three months.
H		DOR RES - Date of Rank-Reserve.
I		TIME IN SERVICE - Date for Time in Service to be considered.
	J	NAME - Name of individual.
	K	ATCH FROM - Payroll Number (Attach from).
	L	RANK - First three characters of Grade Abbreviation Code.
	M	PMOSD - Primary Military Occupational Speciality Designator.
	N	DMOSD - Duty Military Occupational Specialty Designator.
	O	CPMOS - Career Progression Military Occupational Specialty.
	P	REMARKS - Hand-written remarks on an individual's response to the declination for military education and promotion.

```
                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

GPFR-1840                  PROMOTION  ELIBIBILITY  ROSTER              Page: XXX
                                  BY  NAME
           A                                                              B
UIC:       WXXXXX                                        DATE OF REPORT: YY/MM/DD
           C
PR NBR:    XXX
                    D                                                     E
UNIT:      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                SUSPENSE DATE: YY/MM/DD
 F                                                                       G
XX's   BEING CONSIDERED FOR NEXT HIGHER GRADE           DATE OF BOARD: YY/MM/DD
 H
YYMMDD: DOR_RES BEING CONSIDERED FOR NEXT HIGHER GRADE
 I
YYMMDD: TIME IN SERVICE BEING CONSIDERED FOR NEXT HIGHER GRADE


     J                         K      L      M      N      O      P
                              ATCH
   NAME                       FROM   RANK   PMOSD  DMOSD  CPMOS  REMARKS

XXXXXXXXXXXXXXXXXXXXXXXXX      XXX    XXX    XXXXX  XXXXX  XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXX      XXX    XXX    XXXXX  XXXXX  XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXX      XXX    XXX    XXXXX  XXXXX  XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXX      XXX    XXX    XXXXX  XXXXX  XXX    -----------------


                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA
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PCN: GPFR-1840

REPORT TITLE: Promotion Eligibility Roster by Unit Identification Code.

PURPOSE: Provides a unit level listing of enlisted personnel eligible for promotion in order by Unit Identification Code and Name, Individual.

FIELD	COLUMN	DESCRIPTION
A		UIC - Unit Identification Code.
B		DATE OF REPORT - Official Date of Report.
C		PR NBR - Payroll number.
D		UNIT - Unit to which individual belongs.
E		SUSPENSE DATE - Date of Report plus two months.
F		RANK CONSIDERED - Rank to be considered.
G		DATE OF BOARD - Date of Report plus three months.
H		DOR RES - Date of Rank-Reserve.
I		TIME IN SERVICE - Date for Time in Service to be considered.
	J	NAME - Name of individual.
	K	ATCH FROM - Payroll Number (Attach from).
	L	RANK - First three characters of Grade Abbreviation Code.
	M	PMOSD - Primary Military Occupational Speciality Designator.
	N	DMOSD - Duty Military Occupational Specialty Designator.
	O	CPMOS - Career Progression Military Occupational Specialty.
	P	REMARKS - Hand-written remarks on an individual's response to the declination for military education and promotion.

```
                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

GPFR-1840                    PROMOTION  ELIBILITY  ROSTER              Page: XXX
                               BY  UIC  AND  NAME
           A                                                               B
UIC:    WXXXXX                                        DATE OF REPORT: YY/MM/DD
           C
PR NBR:  XXX
                  D                                                        E
UNIT:    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX           SUSPENSE DATE: YY/MM/DD
 F                                                                         G
XX's   BEING CONSIDERED FOR NEXT HIGHER GRADE        DATE OF BOARD: YY/MM/DD
 H
YYMMDD: DOR_RES BEING CONSIDERED FOR NEXT HIGHER GRADE
 I
YYMMDD: TIME IN SERVICE BEING CONSIDERED FOR NEXT HIGHER GRADE


     J                         K     L     M      N     O     P
                             ATCH
   NAME                      FROM  RANK  PMOSD  DMOSD  CPMOS  REMARKS

XXXXXXXXXXXXXXXXXXXXXXXXXX   XXX   XXX   XXXXX  XXXXX  XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXXX   XXX   XXX   XXXXX  XXXXX  XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXXX   XXX   XXX   XXXXX  XXXXX  XXX    -----------------
XXXXXXXXXXXXXXXXXXXXXXXXXX   XXX   XXX   XXXXX  XXXXX  XXX    -----------------


                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA
```

PCN: GPFR-1860

REPORT TITLE: Promotion List by Grade and Name.

PURPOSE: Provides a unit level listing of enlisted personnel eligible for promotion in order by Grade and Name Individual.

FIELD	COLUMN	DESCRIPTION
A		DATE FOR CALCULATIONS - Date for calculating Time in Grade, Time in Service, Weapons Qualification Level, and APFT score into points.
B		RANK CONSIDERED - Rank to be considered.
C		DOR RES - Date of Rank-Reserve.
D		TIME IN SERVICE - Date for Time in Service to be considered.
	E	UIC - Unit Identification Code.
	F	PRN - Payroll Number.
	G	ATCH UPC - UPC of attachment.
	H	NAME - Name of individual.
	I	RNK - Rank.
	J	SSN - Social Security Number.
	K	PMOS - Primary Military Occupational Specialty Designator.
	L	CPMOS - Career Progression Military Occupational Specialty.
	M	ASP - Actual Program Code.
	N	PTS - Total Promotion Point List Sequence.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA                   │
│  GPFR-1860                         PROMOTION LIST                  Page: ZZ9   │
│                                  BY GRADE AND NAME                             │
│                                                                      A        │
│                                        DATE FOR CALCULATIONS: YY/MM/DD         │
│                  B                                          C                  │
│  RANK CONSIDERED: XX  DOR_RES BEING CONSIDERED FOR NEXT HIGHER GRADE: YYMMDD   │
│                                                D                               │
│  TIME IN SERVICE BEING CONSIDERED FOR NEXT HIGHER GRADE: YYMMDD                │
│                                                                               │
│   E      F   G      H                          I    J          K     L    M   N│
│   UIC    PRN ATCH UPC NAME                     RNK  SSN        PMOS CPMOS ASP PTS│
│                                                                               │
│   WXXXXX XXX WXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX 999-99-9999 XXXXX XXX  X ZZZ9│
│   WXXXXX XXX WXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX 999-99-9999 XXXXX XXX  X ZZZ9│
│   WXXXXX XXX WXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX 999-99-9999 XXXXX XXX  X ZZZ9│
│   WXXXXX XXX WXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX 999-99-9999 XXXXX XXX  X ZZZ9│
│                                                                               │
│                                                                               │
│                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA                   │
└─────────────────────────────────────────────────────────────────────────────┘
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PCN: GPFR-1860

REPORT TITLE: Promotion List by Grade and CPMOS.

PURPOSE: Provides a state level status listing of enlisted personnel
         eligible for promotion in order by Grade and CPMOS.

FIELD	COLUMN	DESCRIPTION
A		DATE FOR CALCULATIONS - Date for calculating Time in Grade, Time in Service, Weapons Qualification Level, and APFT score into points.
B		RANK CONSIDERED - Rank to be considered.
C		DOR RES - Date of Rank-Reserve.
D		TIME IN SERVICE - Date for Time in Service to be considered.
E		CPMOS - Career Progression Military Occupational Specialty.
	F	UIC - Unit Identification Code.
	G	PRN - Payroll Number.
	H	ATCH UPC - UPC of attachment.
	I	NAME - Name of individual.
	J	RNK - Rank.
	K	SSN - Social Security Number.
	L	PMOS - Primary Military Occupational Specialty Designator.
	M	CPMOS - Career Progression Military Occupational Specialty.
	N	ASP - Actual Program Code.
	O	PTS - Total Promotion Point List Sequence.

```
                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

GPFR-1860                         PROMOTION LIST                        Page: ZZ9
                                 BY GRADE AND CPMOS
                                                                              A
                                               DATE FOR CALCULATIONS: YY/MM/DD
                      B                                          C
RANK CONSIDERED: XX  DOR_RES BEING CONSIDERED FOR NEXT HIGHER GRADE: YYMMDD
                                                     D              E
TIME IN SERVICE BEING CONSIDERED FOR NEXT HIGHER GRADE: YYMMDD  CPMOS: XXX

   F      G   H              I                    J    K           L      M    N    O
  UIC    PRN ATCH UPC NAME                       RNK  SSN         PMOS  CPMOS ASP  PTS

WXXXXX  XXX WXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX 999-99-9999 XXXXX XXX   X   ZZZ9
WXXXXX  XXX WXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX 999-99-9999 XXXXX XXX   X   ZZZ9
WXXXXX  XXX WXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX 999-99-9999 XXXXX XXX   X   ZZZ9
WXXXXX  XXX WXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX 999-99-9999 XXXXX XXX   X   ZZZ9



                    FOR OFFICIAL USE ONLY - PRIVACY ACT DATA
```

PCN: GPFR-1860		
REPORT TITLE: Promotion List by Grade and CPMOS (Less SSN's)		
PURPOSE: Provides a state level status listing of enlisted personnel eligible for promotion in order by Grade and CPMOS.		
FIELD	COLUMN	DESCRIPTION
A		DATE FOR CALCULATIONS - Date for calculating Time in Grade, Time in Service, Weapons Qualification Level, and APFT score into points.
B		RANK CONSIDERED - Rank to be considered.
C		DOR_RES - Date of Rank-Reserve.
D		TIME IN SERVICE - Date for Time in Service to be considered.
E		CPMOS - Career Progression Military Occupational Specialty.
	F	UIC - Unit Identification Code.
	G	PRN - Payroll Number.
	H	ATCH UPC - UPC of attachment.
	I	NAME - Name of individual.
	J	RNK - Rank.
	K	PMOS - Primary Military Occupational Specialty Designator.
	L	CPMOS - Career Progression Military Occupational Specialty.
	M	ASP - Actual Program Code.
	N	PTS - Total Promotion Point List Sequence.

```
                        FOR OFFICIAL USE ONLY - PRIVACY ACT DATA

GPFR-1860                           PROMOTION LIST                        Page: ZZ9
                            BY GRADE AND CPMOS (LESS SSN'S)
                                                                            A
                                            DATE FOR CALCULATIONS: YY/MM/DD
                  B                                           C
RANK CONSIDERED: XX  DOR_RES BEING CONSIDERED FOR NEXT HIGHER GRADE: YYMMDD
                                                D           E
TIME IN SERVICE BEING CONSIDERED FOR NEXT HIGHER GRADE: YYMMDD  CPMOS: XXX

  F      G   H    I                               J            K     L    M    N
UIC    PRN ATCH UPC NAME                         RNK         PMOS  CPMOS ASP  PTS

WXXXXX XXX WXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX           XXXXX XXX   X    ZZZ9
WXXXXX XXX WXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX           XXXXX XXX   X    ZZZ9
WXXXXX XXX WXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX           XXXXX XXX   X    ZZZ9
WXXXXX XXX WXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXX XXX           XXXXX XXX   X    ZZZ9



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comments and suggestions on DA Form 2028 (Recommended Changes to

Publications and Blank Forms) directly to NGB-ARP-CS.

By Order of the Secretary of the Army:

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